ROBBINS LIBRARY ARLINGTON MASSACHUSETTS
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Robbins Library Board of Trustees Meeting
June 12, 2000

Call to Order

Chairperson Patricia Deal called the meeting to order at 7:30 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director, Maryellen Loud and assistant library director, Cindy Diminture.

Approval of minutes

The board approved the minutes of the May 11th meeting, as written.

Communications

1. Ms. Loud received an e-mail message from the town's webmaster, Bob Sprague, inquiring as to whether the trustees would like to join other town boards in having the minutes of their meetings posted on the town web site. After some discussion, including concerns about electronic accessibility of trust fund information, Ms. Radochia made a motion to forward the Trustee meeting minutes to the town's web site (town.Arlington.ma.us). Seconded by Ms. Ruderman. Passed, with one abstention (Ms. Muldoon).
2. A message was posted to a town listserv from a patron who was upset that the library was closed on Saturday of Memorial Day weekend, as well as the lack of notification regarding the closing. The library has been closed on this Saturday during the previous ten years. However, this issue prompted discussion of the town voice mail service, web site notification of closings, etc. Ms. Loud reiterated that the Robbins Library plans to create its own web page with a link to the town's site. This will allow staff to more easily update information. In the interim, they will keep Bob Sprague apprised of changes. Ms. Muldoon suggested that the Trustees set the calendar and vote on holiday closings once each year. Other trustees agreed that this would help in scheduling. It will probably be voted on at the August meeting. Additional discussion took place about whether someone should be answering questions and comments posed on the listserv. The consensus was that comments and questions should be directed to the library administration.

Election of Officers

The nominating committee proposed the following slate:

Chair - Patricia Deal Vice Chair - Joyce Radochia
Trust Fund Liaison - Barbara Muldoon Russell Fund Liaison - David Castiglioni
Recording secretary - Cindy Diminture (Assistant Director)

Ms. Ruderman moved to accept the slate. Seconded by Mr. Castiglioni. Unanimous.

Russell Fund Budget

Mr. Castiglioni gave an accounting through May 31st. There are approximately $2600 in outstanding bills awaiting approval, leaving $400 in the FY2000 budget. Still to be paid from this is the coordinator's salary. The Russell Fund proposal for FY2001 was presented and discussed. There will not be an "all encompassing" theme this year, but rather many programs and materials in support of Arlington's school curricula. The largest proposed change would be the elimination of the spring fair. The Children's Dept. staff believes that this is no longer a "special" event in town and that many similar activities compete for children's time. It is very time and labor intensive. Ms. Ruderman expressed concern about the fair's elimination, citing it as a "highlight" of the Russell Fund and a cross-age activity. Mr. Castiglioni made a motion to approve the proposed Russell Fund budget for FY2001 in the amount of $30,000, broken down as proposed by Marianne Uttam and Judy Paradis. Seconded by Ms. Lawrence. Ms. Ruderman opposed. Motion passed.

Logo Design

Ms. Ruderman talked again to designer Karen Roehr who agreed to provide a logo design, letterhead stationery/envelopes, business cards for staff and camera-ready copy in paper and on disk for a fee of $2,000. The amount of $1500 had already been allocated from the Symmes Aesthetic fund. Ms. Muldoon motioned to raise the additional $500 from that fund. Motion passed. Ms. Roehr will meet with a design committee of Kathy Lawrence, Susan Ruderman, Maryellen Loud and another staff member to be named. Ms. Loud will question town counsel about the necessity of a formal contract with Ms. Roehr.

Author Program

Kathy Lawrence reported on her meeting with Kate Mattes of Kate's Mystery book store. Ms. Mattes gave the following suggestions of authors for a mystery author panel for the Trustees program on October 29th: Dennis Lehane, Katherine Hall Page, Cynthia Peale (Nancy Zaroulis), John Sedgewick, Aaron Elkins, with Rosemary Herbert as a potential moderator. Invitations will be issued, and forwarded by Kate, to the authors with the hope that three/four of them will respond affirmatively. A budget of $1,000 has been allocated. Trustees directed Ms. Lawrence to discuss honoraria once authors accept the invitation to speak.

Preliminary review of Trustee/Administrative goals/objectives for FY2001

FY2000 goals were reviewed. Ms. Deal suggested that the Trustees re-read these thoroughly at home prior to the August meeting, at which time they will be discussed fully. Ms. Loud outlined items to be worked on by Administration:

-Improve shelving rate by hiring additional junior pages

-Keep up with technology advances, including creation of a library web page

-Address declining book circulation

-Improve public relations efforts

-Examine staff workloads

Print Collection

Discussion was deferred because Nancy Gentile has not had much time recently to devote to the print project. Data loggers will be installed in August by the Board of Library Commissioners to measure temperature and humidity in the Print Room.

Director's Report

Trustees were interested in details of the Adult Summer Reading program. There were many compliments on the Spring/Summer newsletter designed by Eileen Messina.

Other

-Per a request by Nancy Gentile, Ms. Muldoon made a motion to allocate $275 from the Print Fund to employ Melissa Gridley for an additional 40 hours this summer. Seconded by Ms. Ruderman. Unanimous.

-Pat Deal noted that the Trustees had forwarded a donation of $60 to Arlington Pop Warner Football/Cheerleading in memory of Teresa Dooley.

Next meeting/Adjournment

The next meeting of the Board will be held on Tuesday, August 22nd at 7:30 PM. The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Cynthia Duminuco

Robbins Library Board of Trustees
Meeting
May 11, 2000

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture.

Approval of Minutes

The board approved the minutes of the April meeting.

Communications

Arlington author, Gary Goshgarian, the featured speaker at a previous author program sponsored by this board, spoke with Ms. Diminture and Ms. Loud about his May 25th speaking appearance. As this event is one planned by the author and not solicited or sponsored by the library, author program policy states that authors are expected to handle their own publicity, provide a copy of this in advance to the library director, and provide their own refreshments. Mr. Goshgarian asked that a staff person or trustee introduce him. After reviewing and discussing the author program policy with regard to additional requests by authors, (only two authors per year will be selected to speak under library sponsorship, except in unusual circumstances) the board agreed that authors requesting to speak would need to arrange for their own introductions.

Community Time

No members of the community were present.

Robbins Print Collection

At this point in the meeting Ms. Loud and Ms. Diminture took trustees for a tour of the print room, the art storage area, and adult

services work room. After viewing the current storage situation for the 100,000+ prints in the Robbins Print Collection trustees resumed discussion of plans for permanent print storage. Ms. Loud has made several inquiries and received prices from several facilities. At the June meeting the board will discuss the facilities and prices and make decisions.

Report of Attendance at Trustee Conference

Ms. Ruderman reported on the Massachusetts Library Trustee Association conference she attended recently at the Sudbury library. Approximately 100 trustees attended, an estimated 75% of whom are elected to their positions, not appointed. Ms. Ruderman found much of the information presented in the series of workshops to be relevant and useful.

Logo Design

Ms. Ruderman reported on her recent conversation with Karen Roehr, the graphic designer selected by the board to design the new library logo. Apparently there was a miscommunication and misunderstanding about her fee and what she would provide for that fee. Ms. Ruderman will call Ms. Roehr and ask for a written proposal specifying what she would provide for $2,000.

Author Program

Approximately 70 people, many of whom were new to Robbins author programs, attended the evening featuring Elinor Lipmann. At least three other authors were in the audience, including Mameve Medwed and Perri Klass. Ms. Lipmann was a particularly gracious speaker, who gave thoughtful time and attention to every individual who spoke with her and/or purchased one of her books.

Ms. Lawrence spoke with Kate of Kate's Mystery Books recently. However, the board has not yet decided on a format for a mystery author evening.

Draft

Appointment of Nominating Committee

Ms. Lawrence and Ms. Muldoon agreed to serve on the nominating committee for officers for the library board for 2000-01. At the June meeting they will present their slate.

Policy on Cell Phone Use

After some discussion the board voted to restrict use of cell phones to the stairway area near the public telephones. The board will review this policy if cell phone use in the library becomes a problem.

Director's Report

Ms. Loud reviewed the April Director's Report with the board. She noted the loss of the Adult Services/Automation Librarian, who has taken a position with Cambridge Public Library.

Town Meeting passed the library budget without comment. Town Meeting voted approval of the new classification plan, but the unions have yet to ratify it. Professional librarians voted against the plan.

Other

The Friends of the Library Mystery Night was a huge success. Ms. Loud was recognized for her extraordinary performance; however, she will keep her day job.

Date of Next Meeting and Adjournment

The next meeting of the board will be on Monday, June 12, at 7:30, preceded by dinner in the Community Room at 6:30. The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Joyce H. Radochia
Secutary

Draft

Robbins Library Board of Trustees
Meeting
Tuesday, April 9, 2000

Call to Order

Chairman Patricia Deal called the meeting to order at 7:30 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Absent were the library director Maryellen Remmert-Loud (for the first part of the meeting) and assistant director Cindy Diminture.

Community Time and Library Logo

Ms. Ruderman has been reviewing the work of a number of graphics designers with a view to finding one to design a new library logo. After contacting eight firms, getting samples and price quotes, she narrowed her selection to two, whom she invited to meet the trustees this evening. The two designers, Karen Roehr and Annie Greer, made (independent, successive) presentations of their work to the board, outlining their procedures and showing samples of their work. After they had left, the board discussed their presentations in some detail and eventually chose Ms. Roehr to design the new logo. Ms. Ruderman will notify both applicants of the decision and arrange a further meeting with Ms. Roehr, who estimates that the process will take six weeks to two months.

Approval of Minutes

The minutes of the March meeting were read and approved with the correction of a couple of typographical errors.

Author Program

Because of a conflict with a town millenium lecture, Elinor Lipman's lecture was rescheduled from April 25 to the 27th. Ms. Loud has ordered 40 paperback copies each of her two most popular books. Ms. Deal urged members of the board to publicize the event locally.

Evaluation of Progress on Meeting Trustee Goals

The board reviewed the Goals and Objectives for FY 2000. Members expressed gratification that the budget requests were passed for consideration, though they have yet to be passed by Town Meeting, which has not yet started. It was noted that the development of a new logo should be added in section 3-G. The board agreed that the objectives were generally on target.

Trust Fund Budget Reports

Ms. Muldoon took the board through the various items of the report, commenting especially on those items which look as though considerable money allocated for the year has not yet been spent. In most cases the money has been spent since the report was printed or is being spent these last three months of the fiscal year. She is not sure of the

"Brochures" figure under "Public Relations," but will look into this, also Hodgdon under "Reference Books." She explained that the large amounts under "Videos" were actually a constant fluctuation of funds in and out. (Note: "Children's Books," listed under "Adult Services," should be under "Children's Services.") (For funds remaining under "Robbins Print Collection," see below.)
Mr. Castiglioni reviewed the Russell Fund report. Of the three items with large amounts yet to be spent, bills for the "Fair" are in and to be approved this evening, "Materials" needs further discussion with Ms. Loud, and "Coordinator Labor" is in the end-of-year process of being spent down, as are the program funds.

Communications

Ms. Loud received five checks for a subscription to the *Skeptical Inquirer* after a discussion of creationism in the library. As the library evaluates its subscription list every year and had already decided to subscribe to this periodical for a year, she will return the checks with thanks and an explanation. The board agreed.

Policy on Collection Drop-Offs

The board approved the policy that "The library cannot serve as a drop-off site for collections by individuals or charitable and civic organizations."

Report on Attendance at PLA Conference

Ms. Loud handed out detailed outlines and reports from staff who attended the Public Library Association Conference and spoke briefly about those meetings she considered the most valuable or interesting, such as "Measuring Electronic Services"; a "Reading Festival"; or a program called "Born to Read," which is like our Baby Bundles but includes ideas about partnering and sponsorship. All four staff attendees agreed that it was an excellent conference, and all brought back ideas for use.

Robbins Print Collection

Ms. Loud handed out copies of a letter from Marjorie B. Cohn, curator of prints at the Harvard University Art Museums, regretting that she has been unable to find a graduate student interested in another review of our collection, stating that James Bergquist considers his earlier review sufficient, and making the suggestion (based on her own earlier survey), that "probably anything remaining among the uncatalogued prints will not have significant monetary or artistic value." Ms. Loud reports that Nancy Gentile has found 110 prints that she would like to have reviewed for addition to the circulating print collection; that she has offered to write a letter to institutions that might be interested in borrowing some of the prints for educational use; and that she would like to put some of the prints in storage right away in order to have room to work on others. The board agreed that Ms. Gentile should write the institutions and that some of the prints should be put in climate-controlled (but not museum-level) storage. Ms. Deal suggested that the board look at the collection briefly before next month's meeting just to get an idea of the problem. Ms. Ruderman recommended that Ms. Loud keep Ms. Cohn's letter as it is an expert opinion.

Director's Report

The board reviewed the Director's Report; there were no major questions.

Other

Several members of the board expressed confusion about whether or when the search committee for a new town manager wants input from this group.

Adjournment

The meeting was adjourned at 10:06 p.m.

The next meeting will be held at 7:30 p.m. on Thursday, May 11, 2000.

Respectfully submitted,
Katharine Lawrence
Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
February 8, 2000

Call to Order

Chairperson Patricia Deal called the meeting to order at 7:30 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud, the assistant library director, Cindy Diminture, and adult services librarian, Nancy Gentile.

Approval of Minutes

The board approved the minutes of the meeting of January 11, 2000 as read.

Communications

Ms. Loud reported that she had spoken with Elinor Lipman the next speaker in the author program series. As a previously-scheduled date was inconvenient for Ms. Lippman, the new date will be Tuesday evening, April 25.

On Saturday evening, May 6, the Friends of Robbins Library will be sponsoring a "Mystery Night," an event which will feature role playing and murder-mystery solving. Playing the characters will be a cast which includes town officials, employees, and local celebrities: Kevin Greeley, John Bilafer, Kay Donovan, Patsy and Chuck Kraemer, Caryn Cove, Fred Ryan and Maryellen Loud. Both the Reading Room and the Community Room will be used.

The Finance Committee liaisons will meet with the Town Manager and the Deputy Town Manager 2001on Thursday, February 10 to review the budget requests for Fiscal 2001.

The Finance Committee liaisons and the trustees have set a tentative meeting date of Thursday, February 17.

Community Time

Ms. Ruderman told the board that members of an on-line chat group to which she belongs, the "Arlington List," have been discussing the subject of creationism----specifically, the appropriateness of a public library circulating a magazine espousing creationism. As Ms. Loud explained, the magazine subscription was a gift and no public funds were used to purchase these materials. However, Robbins Library does have a material selection policy, a copy of which is contained in the public policy manual at the reference desk, and in the staff manual kept by each department. If questions about material selection arise, Ms. Loud described the procedure whereby library patrons may have their questions or concerns addressed. An individual may speak with staff at the public service desk, fill out a form provided at the desk, or contact Ms. Loud directly.

Robbins Print Collection

Ms. Gentile gave her report "Robbins Library Art Print Collection, Update of Activities since May 1999" to the board. With regard to the second item, hiring a consultant to look through the uncatalogued prints to search for items of value, Ms. Loud said that she would contact Marjorie (Geri) Cohn to see if she could recommend someone. Ms. Loud reviewed her correspondence of 1989 with Town Counsel John Maher about the legal issues involved in selling all or part of the Robbins Print Collection. Attorney Maher's opinion was that Town Meeting would have to authorize the sale of the prints, and that the proceeds would go to free cash, not to the library.

Elizabeth Green has been hired as a part-time librarian to exhibit portions of the collection. Ms. Loud has some security concerns with the use of the fourth floor rotunda as a display site.

Ms. Deal inquired about the feasibility of having an opening when the art is displayed. Ms. Muldoon asked if ongoing press releases would be possible. Ms. Ruderman suggested that high school art teachers might be interested in the print collection as an educational resource if print-making is part of the art curriculum.

Ms. Gentile requested an additional 35 hours for her work at a cost of $1,362. Ms. Green will need 25 or fewer hours at $408. As $170 is available from the budget for print personnel, an additional

$1,600 will be needed from the print funds for personnel, and $400 for supplies. Ms. Muldoon moved the appropriation of these funds (Ms. Ruderman seconded the motion) and the board approved.

Consultant's Report--Preservation Survey

The board agreed to change the order of the agenda in order to discuss the recommendations of Millie O'Connell, the preservation consultant. Ms. Loud had summarized the recommendations of the consultant with action items for the board to consider.

Ms. Loud described the system used now for providing access to the materials in the Local History Room to library patrons. Also, she advised the board that addressing the security concerns of the Local History Room would be costly in terms of staff time and/or the redesign of the room.

The consultant recommended that we deal with the Dallin Collection first. Since grant money from MBLC is a potential funding source, Robbins Library will submit a grant application by the end of March.

In response to the consultant's recommendation that the Robbins print collection be moved as soon as possible, Ms. Loud will attempt to measure the cubic volume of the collection and get prices from a storage facility in Cambridge.

For some of the consultant's recommendations regarding the facility and its mechanical, security, and environmental systems, the director will confer with library staff and other town staff, including the public works department, for advice and assistance.

As the care and preservation of our library materials is of paramount importance, the consultant's report, with its detailed recommendations, is an extremely valuable document.

Long Range Plan - Executive Report

The board agreed that an informational handout based on the Long Range Plan- Executive Report would be useful for town meeting members. Ms. Deal and Ms. Ruderman will develop a short, eye-catching flyer for this purpose.

Notebook

APPROVED

Robbins Library Board of Trustees
Meeting
Tuesday, January 11, 2000

Call to Order

Chairman Patricia Deal called the meeting to order at 7:40 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Remmert-Loud and assistant director Cindy Diminture.

Approval of Minutes

The minutes of the December meeting were read and approved.

Communications

The Massachusetts Satsong Society, which will be holding a workshop at the library, wants to sell a book about presentation at the workshop, as a non-profit activity. The board approved the request.
Elinor Lipman needs to change her date from May 2; she will call back when she can offer new dates. Ms. Loud has told her a weekday night in May might be as popular as a Sunday.

Community Time

No representatives of the community were present.

Reports of Trust Fund Liaisons

Mr. Castiglioni distributed the Russell Fund Expenditures list for July 1, 1999 to December 31, 1999 and went over it with the board, explaining the apparent discrepancies in some of the figures (e.g., performers' checks are processed in advance, fair materials are charged later). The figures are generally comparable to last year's. Actual expenditures are about $1600 more than listed because that amount has been committed to spring and summer performers, but the checks cannot be written this far in advance.

Ms. Muldoon discussed the December 31 report from the other funds with the board. As usual at this point in the year, money is being spent that doesn't yet show on the books. Special points of discussion:

> Ms. Muldoon wonders if some of the unspent "Personnel" money in Public Relations might be used for other purposes.
> Also in Public Relations, the money for the logo design has not been spent (see below).
> A revised report on the Robbins Print Collection shelving will be coming later.
> Incidentals for the Author Program were not billed and will be absorbed by the trustees. About $1000 remains in the fund for the talk by Elinor Lipman.
> The unspecified expenditure under "Symmes Revolving/Aesthetics" was mostly for furniture for the Fox Library.

As in other years at this time, most of the "available"money is, in fact, being spent.
Ms. Muldoon has changed the term "Restricted Funds" to "Restricted or Designated Funds," as a more accurate title for the group. The board approved.

Fundraising

Ms. Loud distributed a list of donor responses from the letters sent in the fall. Over $6,000 was received, and approximately $6500 more has been received in unsolicited gifts. The board discussed the use of bookplates for donors and decided they should be used for large gifts and memorial gifts. Ms. Ruderman said that the board should now gear up for solicitating businesses. She will draft a letter.

Public Library Association Conference – March

Ms. Loud would like to send four librarians to the conference. There is not enough money in the Staff Development fund, but she has been working on prices of transportation, and believes three people can be sent if the airfare stays at the lowest price she was quoted, if they share a room, and if some money can be found in other funds. Ms. Muldoon moved that $610 in Personnel and $923 in the Author Program fund be transferred to make the trip possible; the motion was seconded and approved.

Mid-Year Evaluation of Trustee and Administration Goals

The trustee goals are on track: work was completed on the first stage of fund-raising; work on the Robbins Print Collection is underway.

Ms. Loud reported on particular points of the administrative goals:

I-A-4: Ms. Loud believes that the circulation measurements can be worked out by June of 2000.
I-F-4: Contacting Arlington organizations will have to be postponed to next year's plan.
II-A-9: The honor system for paying for printing is still working well; meanwhile Minuteman is developing a card system; so Ms. Loud recommends putting a hold on any alternative coin/card system the library might devise.
II-B-6: Community Education program catalogs will be reviewed to determine whether the library's book and audio-video collections meets their requirements.
II-D-3: Application for an Arts and Humanities Grant will be postponed to June 2001 as Nancy Gentile will not have the time this year.
II-E: Ms. Loud and Ms. Diminture have been to a workshop on library services for the disabled and will explore purchasing special equipment in conjunction with the Minuteman Library Network.
II-F: The means of promoting adult literacy need to be reconsidered; Ms. Loud suggests this area be part of the Long-Range Plan.
III: Ms. Loud will try to get moonlighters in to give the staff time to become more proficient with the new databases.
V-B: The development of a new logo is a trustee goal. Ms. Ruderman knows someone experienced with library logos and suggested that the library invite several graphic designers to submit ideas for a new logo. The board approved.
VII-B-3: Establishment of a 501C 3 is being worked on by the Town Counsel.

Annual Report

Several minor changes were discussed and suggestions given to Ms. Loud in writing.

Director's Report

Ms. Loud distributed the FY2001 Requested Budget that was submitted to the Finance Committee. The Town Manager approved the library's request. Ms. Deal asked the Board to review the budget since it has a different format than previous years and contact Ms. Loud if there are any questions. The report was read and several points discussed briefly by the board, e.g. the problem of how to return video tapes safely.

Other

The Friends are holding a Mystery Night in April. Tickets will be sold.

A question was asked about the appointment of a new trustee. Ms. Loud said that applications should be submitted to the Town Manager. Ms. Deal and Ms. Radochia will ask people they have suggested to do so.

Adjournment: The meeting was adjourned at 9:40 p.m.

The next meeting will be held at 7:30 p.m. on Tuesday, February 8, 2000.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Calendar

ROBBINS LIBRARY BOARD OF TRUSTEES MEETING - Approved

Minutes

Tuesday, December 7, 1999

Call to Order

Chair Patricia Deal called the meeting to order at 8:20 PM following 80 minutes of fundraising letter signing and personalizing by the Board of Trustees. Attending were trustees David Castiglioni, Katherine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Remmert-Loud, and the assistant library director, Cindy Diminture.

Approval of Minutes

The minutes of the November 1999 meeting were read and approved, subject to a correction on page 1 to indicate that the communication received from Maryellen Mullin was in appreciation of the recent author program featuring Nicholas Gage (and not the earlier Friends presentation by Mary Jacobson.)

Communications

Ms. Loud has learned from Town Counsel John Maher that the Dallin files will remain in the possession of the Robbins Library.

Community Time

No representatives of the community were present.

Fundraising

At the suggestion of Ms. Loud, Ms. Diminture detailed for the Board the amount of staff time consumed by the current fundraising appeal. The two major tasks that involved large chunks of time were making the mail merge run properly in Access, and coping with jams in the printer caused by the need to print on front and back of the sheet. As a result of the time spent on the fundraising letter, certain other library tasks (such as payroll) were bumped.

The board considered what the possible remedies might be for this situation. We agreed that the next time such a mailing is done, we will try to space out the activities more widely than was possible this time. We will also consider outsourcing the merging of the letter (e.g., to Kinko's) or hiring a temporary clerical worker next time if warranted.

We next discussed the level of acknowledgement required for the donations that would follow from the solicitation letter. We agreed that anything under $100 could be acknowledged with a printed card, while gifts of $100 and above would receive a letter signed by Ms. Loud. Ms. Ruderman was to draft a sample thank you letter.

Author Program

Past speaker Nicholas Gage has just published another book.

The next author program will be on Thursday, May 2, 2000.

Long-Range Plan

The board discussed how the results of the long-range planning process should be disseminated. Should there be a summary available at the Circulation Desk, with a full copy at the Reference Desk? Should we use the results of the planning process in our fundraising efforts?

Ms. Ruderman agreed to work the data into Excel charts to see whether a graphic presentation might be useful.

Exhibition Policy

Ms. Loud brought her concerns to the Board regarding security of exhibitions mounted in the Robbins Conference Room. At present, a staff member must unlock the door whenever a patron desires to view an exhibition. The board considered various options, including leaving the conference door unlocked to permit access to whatever art work might be on display; requiring the artist to provide a monitor at set times when the exhibition would be open to the public; or continuing with the current policy of having staff unlock the door for visitors.

We agreed to explore whether there might be other spaces within the library building that would better meet the somewhat contradictory requirements of being secure and being accessible.

Robbins Print Collection

Ms. Loud met with Nancy Gentile to review progress on the Robbins Print Collection plan. Nancy had suggested that Robbins once again ask Jerry Cohn of the Fogg Art Museum to assess the collection.

Given the enormity of this topic, it was agreed that we would revisit the written plan previously presented in June 1999 and measure progress on meeting those goals at a future Board meeting.

Fox Furniture

The board approved the purchase of up to $1,100 worth of chairs for the Fox Branch Library. The purchase will be paid out of the Symmes Fund. The new chairs are necessary because the old ones are in poor condition.

Director's Report

Trustees read the Director's Report for November 1999.

Other

The library staff held their annual Holiday Party.

Adjournment

The next meeting will be on Tuesday, January 11, 2000 at 7:30 PM.

Photographs for the Town Annual Report will be taken.

Respectfully submitted,

Susan Ruderman

Susan Cronin Ruderman
Secretary

Calendar
Blackbook

Robbins Library Board of Trustees
Meeting
November 9, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35 p.m. Attending were trustees David Castiglioni, Barbara Muldoon, Katharine Lawrence, Robert McKersie, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud and the assistant library director, Cindy Diminture.

Approval of Minutes

The minutes of the October 12, 1999 meeting were accepted with corrections.

Communications

In a letter to the town manager, Mr. McKersie announced his resignation from the board of trustees, effective after the November board meeting. Citing the travel demands of his job as the key reason for his decision to resign, Mr. McKersie told the board that he considered the library "a gem" which has flourished under the leadership of Ms. Loud. Also, he had wanted to stay on the board until the end of the long range planning process. Ms. Deal thanked Mr. McKersie for his contributions to the work of the library board, and noted that the board would miss his perspective on issues.

A letter from Maryellen Mullin thanked the library for the * ~~program sponsored by the Friends of the Library featuring Mary Jacobson, the therapist and career consultant~~.

Ms. Loud received a request from the Arlington Center for the Arts for permission for the writers participating in the Center's Writers and Poets Series to sign and sell their books at the events of November 18, 1999, January 20, February 10, and March 16, 2000. The consensus of the board was that this would be acceptable since the arts organization itself will not be taking any of the profit and would not be charging entry fees for the programs.

* author program with Nicholas Gage.

Community Time

No members of the community were present at the meeting.

Author Program

Some of our author programs have conflicted with the musical programs of the Arlington Philarmonic, which are held at the neighboring Unitarian Church. A calendar of events from the church would help in planning our future programs.

Ms. Lawrence has tried to contact Kate of "Kate's Mystery Books" by telephoning and by visiting the store. The board discussed ways in which Kate could participate in an author program, if she would be willing to commit to such an event. Possibilities suggested were: as the featured speaker, as a member of a panel, and as a "sponsor" of a mystery writer. Ms. Muldoon saw Kate at a program featuring a well-known and successful mystery writer, Dennis Lehane. Ms. Ruderman suggested interviewing Kate for advance publicity in the library newsletter.

Mr. McKersie knows an Arlington resident, a lawyer, who has self-published his own suspense-thriller, who might be interested in leading a workshop on self-publishing.

Elinor Lipman, author of The Inn at Lake Divine and several other novels is booked for Tuesday, May 2, 2000.

The Friends of the Library will be sponsoring a "Murder in the Library" event. Participants investigate a "murder" and vote on how it happened.

FY 2001 Budget Request

The board decided to reverse the agenda order and discuss the FY 2001 budget next.

Ms. Loud met with Nancy Galkowski, the deputy town manger, regarding the page issue. The director explained in detail the intricacies of the page-wage problem, in view of the need to reconcile level-funding the budget with raising the pay of senior pages. One proposal which Ms. Loud reviewed with Ms. Galkowski

involves the elimination of the senior page category, and the creation of additional senior library assistant positions. This plan will be presented to the town manager and the finance committee for their consideration. The board will support this plan for changing senior pages to senior library assistants.

Ms. Loud reviewed the budget request with the board, noting that the non-personnel budget is level funded.

A new feature of budget preparation is the "budget statement." After Ms. Loud reviewed her preliminary draft of the budget statement with the board, she listened to questions and suggestions from board members. The director will be submitting a draft to the deputy town manager for her review. The final document will be submitted to the town manager and the finance committee.

Funding of Long Range Plan

Ms. Loud pointed out the activities in the long range plan which need additional funding, and discussed with the board possible funding sources for these, including the capital budget, trust funds and private donations.

Ms. Deal asked Ms. Loud if she could provide a prioritized list of items needing additional funding for fundraising purposes.

Fundraising

Ms. Ruderman reported that she met with Ms. Deal and Susan Webber for a couple of hours to discuss fundraising. One of the questions considered was whether this fundraising effort should target the entire community or limit solicitations to past donors plus some additional individuals. The board decided to send two letters, one of which would make reference to previous giving. At its next regular board meeting on December 7 the board will convene early to add handwritten notes to the fundraising letter.

Outline of Annual Report

As none of the trustees had any suggestions for changes in format, Ms. Loud said that she will use the format for the Annual Report that she has always used.

Director's Report

Trustees read and reviewed the highlights of the director's reports for September and October.

The head of circulation has resigned.

The Dallin files (photographs, newspaper clippings, letters) are back. Town Counsel John Maher is researching this to determine ownership of these. If the files are in the library a preservation consultant will be able to look at them and make recommendations for the proper preservation and storage of these materials.

Ms. Ruderman gave board members copies of a paper her husband, A. Michael Ruderman, gave to the Historical Commission, entitled "A Brief List of Sources for Local History."

Ms. Loud will meet with Maryann Uttam (Children's Services) Judi Paradis (Russell Fund Coordinator), and Osee Mallio (adult and young adult services) to explore ideas for programming for older children.

Other

Ms. Loud recommended to the board that the library be closed on Sunday, January 2, 2000, citing anticipated problems with staffing on the holiday weekend as her principal reason. Of the 37 libraries in the Minuteman Library Network polled, 19 have chosen to close on 1/2/00, while others would be meeting on the subject this week. The trustees discussed the question at length.

Ms. Lawrence moved to close the library on Sunday, July 2, 2000. Ms. Radochia seconded the motion. The motion was approved.

Adjournment

The next meeting will be on Tuesday, December 7 at 7:30. The meeting adjourned at 10:00.

Respectfully submitted,

Joyce H. Radochia, Secretary

Notebook

Robbins Library Board of Trustees
Meeting
November 9, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35 p.m. Attending were trustees David Castiglioni, Barbara Muldoon, Katharine Lawrence, Robert McKersie, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud and the assistant library director, Cindy Diminture.

Approval of Minutes

The minutes of the October 12, 1999 meeting were accepted with corrections.

Communications

In a letter to the town manager, Mr. McKersie announced his resignation from the board of trustees, effective after the November board meeting. Citing the travel demands of his job as the key reason for his decision to resign, Mr. McKersie told the board that he considered the library "a gem" which has flourished under the leadership of Ms. Loud. Also, he had wanted to stay on the board until the end of the long range planning process. Ms. Deal thanked Mr. McKersie for his contributions to the work of the library board, and noted that the board would miss his perspective on issues.

A letter from Maryellen Mullin thanked the library for the * ~~program sponsored by the Friends of the Library featuring Mary Jacobson, the therapist and career consultant~~.

Ms. Loud received a request from the Arlington Center for the Arts for permission for the writers participating in the Center's Writers and Poets Series to sign and sell their books at the events of November 18, 1999, January 20, February 10, and March 16, 2000. The consensus of the board was that this would be acceptable since the arts organization itself will not be taking any of the profit and would not be charging entry fees for the programs.

* author program with Nicholas Gage.

Community Time

No members of the community were present at the meeting.

Author Program

Some of our author programs have conflicted with the musical programs of the Arlington Philarmonic, which are held at the neighboring Unitarian Church. A calendar of events from the church would help in planning our future programs.

Ms. Lawrence has tried to contact Kate of "Kate's Mystery Books" by telephoning and by visiting the store. The board discussed ways in which Kate could participate in an author program, if she would be willing to commit to such an event. Possibilities suggested were: as the featured speaker, as a member of a panel, and as a "sponsor" of a mystery writer. Ms. Muldoon saw Kate at a program featuring a well-known and successful mystery writer, Dennis Lehane. Ms. Ruderman suggested interviewing Kate for advance publicity in the library newsletter.

Mr. McKersie knows an Arlington resident, a lawyer, who has self-published his own suspense-thriller, who might be interested in leading a workshop on self-publishing.

Elinor Lipman, author of The Inn at Lake Divine and several other novels is booked for Tuesday, May 2, 2000.

The Friends of the Library will be sponsoring a "Murder in the Library" event. Participants investigate a "murder" and vote on how it happened.

FY 2001 Budget Request

The board decided to reverse the agenda order and discuss the FY 2001 budget next.

Ms. Loud met with Nancy Galkowski, the deputy town manger, regarding the page issue. The director explained in detail the intricacies of the page-wage problem, in view of the need to reconcile level-funding the budget with raising the pay of senior pages. One proposal which Ms. Loud reviewed with Ms. Galkowski

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No members of the community were present at the meeting.

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Mr. [illegible], an Arlington resident, [illegible] self-published his own [illegible] title, who [illegible] interested in holding a workshop on self-publishing.

Elinor Lipman, author of The Inn at Lake Devine and several other novels, is booked for Tuesday, May [illegible].

The Friends of the Library will be sponsoring a "Murder in the Library" event. Participants investigate a "murder" and [illegible] on [illegible].

FY 2001 Budget Request

The board [illegible] the [illegible] and discuss the FY 2001 budget request.

Mr. Lloyd met with Nancy [illegible], the [illegible], regarding the [illegible]. The director explained in detail the [illegible] of the [illegible] problem in view of the need to [illegible] level-funding the budget with raising the [illegible] of [illegible]. This proposal [illegible] Mr. [illegible] met with Mr. [illegible] involves the elimination of the senior page category, and the creation of additional senior library assistant positions. This plan will be presented to the town manager and the finance committee for their consideration. The board will support this plan for changing senior pages to senior library assistants.

Ms. Loud reviewed the budget request with the board, noting that the non-personnel budget is level funded.

A new feature of budget preparation is the "budget statement." After Ms. Loud reviewed her preliminary draft of the budget statement with the board, she listened to questions and suggestions from board members. The director will be submitting a draft to the deputy town manager for her review. The final document will be submitted to the town manager and the finance committee.

Funding of Long Range Plan

Ms. Loud pointed out the activities in the long range plan which need additional funding, and discussed with the board possible funding sources for these, including the capital budget, trust funds and private donations.

Ms. Deal asked Ms. Loud if she could provide a prioritized list of items needing additional funding for fundraising purposes.

Fundraising

Ms. Ruderman reported that she met with Ms. Deal and Susan Webber for a couple of hours to discuss fundraising. One of the questions considered was whether this fundraising effort should target the entire community or limit solicitations to past donors plus some additional individuals. The board decided to send two letters, one of which would make reference to previous giving. At its next regular board meeting on December 7 the board will convene early to add handwritten notes to the fundraising letter.

Outline of Annual Report

As none of the trustees had any suggestions for changes in format, Ms. Loud said that she will use the format for the Annual Report that she has always used.

Director's Report

Trustees read and reviewed the highlights of the director's reports for September and October.

The head of circulation has resigned.

The Dallin files (photographs, newspaper clippings, letters) are back. Town Counsel John Maher is researching this to determine ownership of these. If the files are in the library a preservation consultant will be able to look at them and make recommendations for the proper preservation and storage of these materials.

Ms. Ruderman gave board members copies of a paper her husband, A. Michael Ruderman, gave to the Historical Commission, entitled "A Brief List of Sources for Local History."

Ms. Loud will meet with Maryann Uttam (Children's Services) Judi Paradis (Russell Fund Coordinator), and Osee Mallio (adult and young adult services) to explore ideas for programming for older children.

Other

Ms. Loud recommended to the board that the library be closed on Sunday, January 2, 2000, citing anticipated problems with staffing on the holiday weekend as her principal reason. Of the 37 libraries in the Minuteman Library Network polled, 19 have chosen to close on 1/2/00, while others would be meeting on the subject this week. The trustees discussed the question at length.

Ms. Lawrence moved to close the library on Sunday, July 2, 2000. Ms. Radochia seconded the motion. The motion was approved.

Adjournment

The next meeting will be on Tuesday, December 7 at 7:30. The meeting adjourned at 10:00.

Respectfully submitted,

Joyce H. Radochia, Secretary

Calendar

Robbins Library Board of Trustees
Meeting
October 12, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:25 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending was the library assistant director Cindy Diminture. Library director Maryellen Loud was absent.

Approval of Minutes

The minutes of the September meeting were read and approved as briefly amended.

Communications

Ms. Diminture read a letter from Dr. Michael Foley announcing a gift of $5000 to the library from the medical staff at Symmes Hospital.

The Board of Library Commissioners will come to the first hour of a future board meeting and requests that the board give them a choice of three dates. The board agreed they should come to the January, February, or March meeting. They would also like to know in advance what topics the board might have questions on.

.

The board commends Ms. Loud for her work on the long-range plan – and its results. The administrative staff will distribute copies of the plan as appropriate. Ms. Diminture reported that Ms. Loud wants to know whether the board wants her to write an "Executive Summary," as she did last time. The question will be discussed at the next meeting. The board expressed thanks to the committee.

Community Time

No members of the community were present at the meeting.

Friends Program

Ms. Radochia and Ms. Diminture reported that the Friends program in late September, featuring therapist and career counselor Mary Jacobson, was a great success. Ms. Ruderman suggested Edward Hallowell, pschychologist and author, living in Arlington, whose specialty is A.D.S., as a future speaker for a Friends program. Ms. Diminture said his book *Driven to Distraction* is extremely popular.

Author Program

Patricia Deal, Joyce Radochia, Wendy Watson, and Cindy Diminture met before the board meeting to mail out 200 flyers advertising the Nicholas Gage program scheduled for November 7. The Board went over the list of possibilities if Elinor Lipman is not available; it agreed that Anita Shreve should be contacted very soon if we hope to get her. Ms. Lawrence will visit Kate of Kate's Mystery Books to see what ideas she might have for speakers or a panel (she has not responded to letters).

Fundraising

Ms. Ruderman wants to add two people to the present committee, a fundraising specialist and another member of the community. She has a letter from specialist Anna Beardsley, whom she will call and interview. Ms. Deal will call Susan Weber, who has been suggested as another member.

Considering that the library may well have to level-fund the budget this year, Ms. Loud has made a list of other possible funding sources. Ms. Ruderman requested that these "extra" or "supplementary" or "special" funds be given a thoughtfully defined title.

FY 2001 Budget Preparation

Ms. Loud has had preliminary budget discussions with Nancy Galkowski, the Deputy Town Manager, and is working primarily on personnel enhancement.

Director's Report

As Ms. Loud was unable to attend the meeting, the Director's Report for September will be presented and discussed at the next meeting.

Other

The young-adult summer reading programs continue to do well, this summer's showing a slight increase over last in all grades but the 12th.

The board read and discussed the library-use survey results. Mr. McKersie suggested that if the survey is to be distributed it might include the "executive summary" of the long-range plan. Ms. Deal will try to make a graph of the results. Ms. Diminture also distributed the results of the Town-Day survey.

Ms. Diminture reported that Town Day was a great success, a beautiful day. Several volunteers signed up for library work. The Friends Book Sale made about $500 more than last year.

Ms. Diminture asked the board's approval of several future dates of library closing: the Friday after Thanksgiving for the Fox Branch, which is usually deserted on that day and could require staffing from the busier-than-usual main library; Sunday, December 26, for which it would be difficult to find staff; and Sunday, January 2. The board approved the first two but could not agree about the third. It will make the final decision at the November meeting.

Adjournment

The meeting adjourned at 8:40 p.m.

The next meeting of the board will be on November 9 at 7:30 p.m.

Respectfully submitted,
Katharine Lawrence
Katharine Lawrence, secretary

ROBBINS LIBRARY BOARD OF TRUSTEES MEETING

Minutes

Monday, September 13, 1999

Call to Order

Chair Patricia Deal called the meeting to order at 7:35 PM. Attending were trustees David Castiglioni, Robert McKersie, Joyce Radochia, and Susan Ruderman. Trustees Katherine Lawrence and Barbara Muldoon were not present. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture.

Approval of Minutes

The minutes of the August 1999 meeting were read and approved, subject to a correction on page 1 clarifying who Austin Smith is and a correction on page 2 indicating that the report of trust fund expenditures was for unrestricted funds.

Communications

Ms. Deal received a letter from the Massachusetts Board of Library Commissioners offering to have one (or more) of the commissioners come to a trustees' meeting to describe state library initiatives and answer questions.

The board agreed that this visit would be useful, especially with a focus on circulation trends.

Betsy Wolff is the public library trustee liaison for the Board of Library Commissioners. Ms. Loud will call and ask how the meeting is structured and draft an agenda.

Community Time

No representatives of the community were present.

Preliminary Discussion of FY2001 Budget

Ms. Loud explained that there was some concern about how the budget would provide for the increase in the minimum wage for pages if next year's budget is, as predicted by Nancy Galkowski, level-funded.

Approval of Long-Range Plan

Ms. Loud has not yet heard back from the Board of Library Commissioners consultant who is to review the long-range plan to insure that it will pass muster.

Assuming any changes suggested by the consultant do not affect the substance of the plan, the board voted to approve the long-range plan.

The board also offered its thanks to Ms. Loud and the long-range plan subcommittee for a job well done.

Author Program

Author and social worker Mary Jacobson was scheduled to speak on September 29. The mailing for Nicholas Gage needs to be done soon. Approximately 200 envelopes need to be stuffed and sent; it was suggested that trustees who were able show up an hour before the meeting on October 12 to assist.

Ms. Loud will explore whether Eleanor Lipman might be available for a future Author Program.

Citizen Survey

The board examined the draft of the survey to be used on Town Day and made a few refinements to the questions with the goal of shortening the questionnaire.

Town Day Booth

Trustees who were able to volunteer on Town Day were reminded of the times scheduled for their table coverage.

Trustee Special Projects

The board reviewed the timelines for projects. Ms. Ruderman suggests mid-November for a targeted solicitation mailing to past donors of $100+ and selected new prospects. A couple hundred names need to be entered into the database, which is written in MS Access. Ms. Ruderman will recruit a fellow development professional and an interested citizen (Susan Webber was suggested) to round out the fundraising committee, which

currently consists of Ms. Deal, Ms. Ruderman, and Ms. Loud. Ms. Ruderman is drafting a plan to organize the supplemental resources campaign for the library.

Director's Report

Trustees read the Director's Report for August 1999.

Other

Dates of upcoming events include:

November 7, 1999 at 3:00 PM. Nicholas Gage, author (author program sponsored by the Robbins Library Board of Trustees.)

Adjournment

The next meeting will be on Tuesday, October 12, 1999 at 7:30 PM.

The trustees moved to adjourn the meeting at 9:00 PM.

Respectfully submitted,

Susan Ruderman

Susan Cronin Ruderman
Secretary

Orig.

Robbins Library Board of Trustees
Meeting
Wednesday, August 18, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35 p.m. Attending were trustees David Castiglioni, Kathy Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture.

Approval of Minutes

The minutes of the June meeting were read and approved. The board did not meet in July.

Communications

As liaison for the library board and the trustees of the Elbridge Farmer Trust Fund, Mr. Castiglioni reported that the fund generated $3,748.64 in FY '99 for the use of the library. Before the turn of the century, Elbridge Farmer, brother of Maria Farmer Robbins, established this fund, which is managed separately by the Elbridge Farmer Fund trustees for the exclusive benefit of Robbins Library. Mr. Castiglioni delivered a copy of the report to the treasurer's office. Ms. Loud will send an acknowledgement to Austin Smith, President.**

Community Time

No representatives of the community were present.

Approval of FY 2000 Trustee Goals

The goals and objectives, which were drafted at the June board meeting, were amended to change "five-year long-range plan" to "four-year long-range plan, " and were approved as amended (Mr. McKersie/Ms. Muldoon).

**As amended, September 13, 1999

Report of FY99 Trust Fund Expenditures

Ms. Muldoon presented the report of trust fund expenditures, as of July 27, 1999, prepared for her by Eileen Messina. Of $15,770 budgeted, all but $3000 - $4,000 was spent;** more bills have come in since the report.

**from unrestricted funds.

Approval of FY 2000 Trust Fund Budget Requests

Trustees reviewed trust fund budget requests, with descriptions and explanations provided by staff and administration. Ms. Muldoon gave her report which itemized the requests and indicated the proposed source of the funding. The regular trust fund budget could fill some requests, while state aid could fund others.

After discussing Stella Shen's $500 request for books in Chinese, trustees decided to fund this year's request but to explore other potential sources for special interest items.

In explaining her request for $3,900 for conferences and workshops, Ms. Loud said that she recommends attendance at the Public Library Association Conference, to be held in March 2000 in Charlotte, North Carolina, rather than the American Library Association. At PLA, all workshop sessions are for public libraries, and hence, of greater practical value for staff. The staff development portion of the FY '00 trust fund budget will provide for two staff to attend PLA; trustees will look for other sources of funding for two additional staff.

Trustees approved $1,500 for funding the development of a new logo for the library, and at a later meeting will discuss the process of securing a graphic designer.

At the end of the discussion Ms. Deal thanked Ms. Muldoon for her detailed report and her great efforts to find sources to fund requests. Ms. Muldoon wished to note that she was grateful to Eileen Messina in the library director's office for her reports.

The board approved the trust fund budget (Ms. Lawrence/Ms. Ruderman).

**As amended September 13, 1999

Report of FY99 Russell Fund Expenditures

Mr. Castiglioni, gave his report on the Russell Fund expenditures, including all expenses, even if the bill had not yet been paid. He gave credit to Eileen Messina for her day-to-day accounting of these.

Approval of Russell Fund Report

Trustees read and approved the annual report of the Russell Fund, written by Judi Paradis, the fund coordinator. This report, praised by the trustees for its style and content, will be sent to the designated family members of Gordon Russell.

Long Range Plan Activities - FY2001-2004

At the beginning of the discussion of Goals and Objectives and their related activities, Ms. Loud gave her rationale for converting the original five year plan to a four year plan. Also, she noted that highlighted activities were those that are currently ongoing.

Ms. Loud noted that finding staff time for public relations-related activities is difficult, and that perhaps there is a need to hire someone to do some PR tasks. Many other libraries seek to hire technology librarians and public relations people.

The Long Range Plan committee is not meeting again unless trustees identify particular problems that need re-working.

Ms. Loud attempted to cost out those activities which would need additional funding.

Ms. Deal asked the board for feedback on any of the activities listed under the objectives and asked Ms. Loud if she knew whether the number of activities is in line with that of other communities. Although she acknowledged that it was a very ambitious list, Ms. Loud could not find any activity that should be dropped.

Additionally, Ms. Loud may write a section on administrative activities and Ms. Diminture may write one on technology activities, as those activities are not included in the current plan.

The board approved the long range plan activities for FY2001-2004 (Ms. Ruderman/Ms. Lawrence.)

Fundraising Subcommittee

Ms. Ruderman proposed that we set up a committee consisting of trustees (a number of) and a couple of interested people from the community, preferably with fundraising or related expertise. Ms. Ruderman needs at least one person with a fundraising background to support her. Also, at least one community member with useful skills and/or contacts would be valuable. As Ms. Ruderman conceives it, the goal of the committee should be to have a fundraising plan drafted by the November board meeting, which would include both an immediate plan and a longer range plan.

Town Day Booth

As it has done in the past two or three years, the library will have a booth at Town Day, Saturday, September 18. This booth serves a primarily public relations function, although citizen surveys and questions included on the raffle ticket can provide the library and the library board with useful community information. Since she knows them personally, Ms. Ruderman will speak with the owners of Buck-a-Book about contributing a gift certificate.

An abbreviated version of the citizen survey may be used.

Trustees volunteered to help at the booth during the day.

Exhibit and Display Policy

The Exhibit and Display Policy will be revised to include the following:

> "The library will provide a sign indicating the name of the exhibiter."

Director's Report

Trustees read Directors' Reports from June and July.

Board of Library Commissioners Program for Public Libraries

Ms. Loud explained the proposal for a new state aid to public libraries program, "Beyond the Basics --Exceeding the Peer Group Per Capita Medians." If this program is funded and if current criteria and performance standards remained the same, Arlington would qualify for this program and be eligible for an increase in state aid. If this proposal is approved, funding for it would be in the 2001 state budget.

Other

Dates of upcoming events include:

- September 29, 1999 at 7:30 p.m. Mary Jacobson - "How Family Influences Career Choices" (Friends of the Library program)

- November 7, 1999 at 3 p.m. , Nicholas Gage, author (author program sponsored by the Robbins Library Board of Trustees)

Date of Next Meeting and Adjournment

The next meeting will be on Monday, September 13, 1999 at 7:30 p.m.

The trustees moved to adjourn the meeting at 9:55 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

APPROVED

Book

Robbins Library Board of Trustees
Meeting
June 23, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:25 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture.

Approval of Minutes

The minutes of the April meeting were read and approved. The minutes of the May meeting were read; Ms. Muldoon requested the addition of a phrase at the end of the Print Collection Report, indicating what fund would cover the payment to the Conservation Center. With this addition, the minutes of the May meeting were approved.

Communications

The board received a note from Helen Carter, retiring from the library staff, in appreciation of her gift.

Ms. Loud distributed copies of the Board of Library Commissioners' *A Proposal to Further Strengthen, Preserve and Improve Public Libraries in the Commonwealth of Massachusetts.* Ms. Deal asks that members of the board read the proposal before the August meeting to bring themselves up to date, and consider in what ways the library might benefit from the suggestions.

Election of Officers

Ms. Radochia reported that the Nominating Committee recommended that officers of the board continue in their present positions: Ms. Deal as chairman, Mr. McKersie as vice-chairman, Ms. Muldoon as trust fund liaison, Mr. Castiglioni as Russell Fund liaison; and the position of recording secretary will rotate among Ms. Lawrence, Ms. Radochia, and Ms. Ruderman. The board approved the elections; Ms. Deal thanked the committee.

FY 2000 Russell Fund Budget

Mr. Castiglioni went over the budget with the board. He explained that the $30,000 has been a successful basis of the budget for the last few years and is commensurate with both the wishes of the fund donators and the interest currently being received on the principal. The programs have been successful and well received. Judy Paradis will continue as program coordinator. Mr. Castiglioni moved that the board approve the budget (seconded and approved).
Ms. Loud said that some St. Agnes School parents have requested an author program for grades 3 and 4 at their school. She pointed out to the board that this would require additional funding (the author staying another day, overnight accomodation, meals, etc.), and would in all fairness probably have to be offered to other private and parochial schools in town. Mr. Castiglioni pointed out that these schools include a number of non-Arlington residents. The library staff has suggested that the author might, instead, do a second meeting for these students on the same afternoon, in the library. The board postponed a decision on the matter until the August meeting.

Preliminary Review of FY 2000 Trustee Goals and Objectives

The board reviewed the preliminary document, with some discussion of the following sections:

2-A. Builders are still working on the patio wall. If, when this is done, there is money left in the building budget, Ms. Loud hopes to be able to replace the library doors.
3-D&E. Plans are underway in both the Friends' group and for adult programming.
3-F. The wording was changed to "Continue the support of programming and additional services for young adults."

Two statements were added to Part 3:

3-G. Advocate for the positive role of the library in the community.
3-H. Continue to evaluate the appropriate role of Internet technology.
4-title. (Changed to) RESOURCE DEVELOPMENT AND TRUST FUND ADMINISTRATION.
4-D. There was some discussion of forming a fundraising subcommittee.
5-A. (Divided) A. "Support staff development; recognize work and dedication of staff." B. "Support efforts and growth of volunteer corps." The board considered how to support the work of volunteers. Ms. Ruderman suggested that the National Association of Volunteer Administrators, which has a conference in Boston in the fall, might be a source of ideas.
(Former sections B, C, and D are changed to C, D, and E.)

Preliminary Review of Adminstrative Goals, Objectives and Action Plan

Ms. Loud reviewed this document briefly, going over a few of the points with explanations. She requested that the trustees read it through before the August meeting and look for questions.

Long Range Planning Documents

The board reviewed this document, bringing up questions various members had from a preliminary reading, chiefly concerning figures. The administration is working on ways to determine the use of different library materials and services; we agreed that the user survey done this year is a good beginning. The board also discussed the increase of summer weekend hours as a goal. The Goals and Objectives were approved with the addition of an objective related to library card registration and a change in order for the objectives under Goal 1. Ms. Loud will also include coordination with the Arlington Adult Education Program in the plan.

Security Camera

Ms. Loud reported that neither the town counsel nor the police could find any reason to worry about privacy issues in putting up a security camera as the library is a public building. There is, however, a problem with the location of the camera: the town manager does not want it attached to the marble walls of the lobby; cabling will show. Mr. Castiglioni moved that, if the location problem can be solved, the library spend the necessary $5,000 from the furniture fund to install the camera (seconded, approved).

Review of Various Policies

Meeting room policy: A Bible-discussion group has reserved, on a regular basis, Sunday afternoon hours in the community room. According to present library policy, this reservation can only be made for six months at a time and is always susceptible to

cancellation if the library needs the room any Sunday. Ms. Loud listed several other community groups that have regular meetings in the community room or the conference room. She is concerned that other groups might be discouraged from using the rooms when told about these regular appointments, and questions whether the policy should be changed to a renewal of the reservation every *three* months. The staff will try to find out whether other groups are asking.

Exhibit and display policy: As this is a fairly complicated set of regulations, Ms. Loud asked the board to read the policy through before discussion at the August meeting.

Internet policy: Ms. Loud informed the Board that a resident from another town complained to the Minuteman Library Network about a link to a website from the home page. Because of continual changes in the material on web sites, Ms. Loud feels that the fourth paragraph of the original paragraph was misleading. It has been rewritten to say simply: "The entry point to the Internet at the Robbins Library is the Minuteman Library Network home page, which helps users to more easily navigate the World Wide Web." The board approved the change.

Storage of Art Objects

Ms. Loud reported that most of the objects have been put in safekeeping. She would prefer they be actually in a bank safe-deposit box, but those are increasingly difficult to find as branch banks are closing. The Jason Russell house is about to return some of the objects they have that belong to the library.

Director's Report

The board reviewed the report.

Adjournment

The meeting adjourned at 10:15 p.m.

The next meeting of the board will be on August 18 at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

APPROVED

Robbins Library Board of Trustees
Meeting
May 13, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:40 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture.

Approval of Minutes

The minutes of the April meeting had not been distributed so were unavailable for review.

Communications

No relevant communications had been received.

Community Time

No representatives of the community were present at the meeting.

Print Collection Report

Nancy Gentile updated the board on her progress on the project for the "Robbins Library Art Print Collection." She reported that the counting and storing of the catalogued prints is about three-quarters completed, and she has looked at various shelving types for the necessary replacements. She recommended that Ellen Wendruff, a part-time librarian, do the job of selecting and matting some of the catalogued items for exhibit; Ms. Wendruff is interested and could work on the job in July. Ms. Gentile will continue working on the project.

Ms. Gentile also distributed a review from the Northeast Document Conservation Center in Andover, of eight lithographic Indian portraits. She pointed out that these Indian prints are unique, not like the other prints in the collection, and quite valuable. The Conservation Center recommends that they be washed, repaired, and rematted. Ms. Ruderman suugested that someone from the Peabody Museum might be able to identify the tribe or tribes involved, and that perhaps that tribe would be interested in supporting the project. Ms. Muldoon suggested the prints be photographed with the purple stamps before the stamps are washed away, in case of possible identification or ownership dates. Ms. Ruderman further suggested they be photographed with a digital camera in case of future publication in print or on the Web.

Ms. Gentile handed around two books of the Japanese prints, which are in the process of evaluation.

The board discussed the filling and mounting options offered by the Conservation Center and agreed to both additional expenditures, bringing the total cost of treatment to $1655-$1725. The board also approved the spending of $2521 for shelving units, crates and gloves(expenditures to come from the Robbins Trust Fund.)__ AS AMENDED

Various possible solutions were suggested, all of which have already been suggested by the staff and the staffs of other libraries Ms. Loud conferred with. They are still working on the problem. A question was asked about the man who gets angry when asked, after several hours at an Internet station, to give it up to someone else; he apparently does this at other local libraries, taking turns, so to speak. Another question was asked about the man who leaves fake bombs; he will be in court April 14. Ms. Loud wishes he could be given a psychiatric evaluation, in spite of his action being "only a misdemeanor."

Adjournment

The meeting adjourned at 8:58.

The next meeting of the board will be on **Thursday, May 13** at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

APPROVED

Robbins Library Board of Trustees
Meeting
April 13, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:34 p.m. Attending were trustees Katharine Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee David Castiglioni was absent.

Approval of Minutes

The minutes of the March meeting were read and approved (with one minor typo change).

Communications

Ms. Loud reported that Johanna Gurland had called her to say that the town finance committee had approved an increase in the library requests for personnel increases for FY 2000: a wage increase for senior pages amounting to a total increase of $12,572 plus $276 for Saturdays, and $14,842 for a part-time technology librarian. The board expressed relief and gratitude for the changes.

Ecole Bilingue has asked Ms. Loud to give the school any unneeded materials when the library weeds out its young-adults material. Ms. Loud told them she would check with the board, but recommends that such materials be given either to the Friends to sell for the benefit of the library or to the Arlington public schools or youth centers. The board agreed. If the materials are unwanted in Arlington, Ms. Loud will offer them to Ecole Bilingue at a discounted price.

Community Time

No representatives of the community were present at the meeting.

Author Program

Kathryn Lasky Knight will speak in the community room at 3:00 p.m. on April 25. Ms. Radochia agreed to meet her; other members of the board will attend her talk. As publicity, an attractive poster has been placed in the library lobby, and Ms. Deal reported that about 200 flyers have been sent through the mail.

Evaluation of Progress on Meeting Trustee Goals

The board reviewed its goals and objectives for FY 1999 and considers that reasonable progress has been made. Particular points discussed:

(Section 2) The building project is in its final stages; Ms. Loud said that the immediate priorities were to make a permanent repair to the patio wall and replace the front door mechanisms; if there is any money left over after this (doubtful), the Permanent Town Building Committee will discuss its allocation.

(Section 3,D) Ms. Radochia, who has been elected to Town Meeting, has also agreed

to work with the Friends, to encourage their efforts on behalf of the library. Their next event will be an "Introduction to the MFA" on May 21.

(Section 3,E) Ossie Mallio is working on the summer reading program.

Trust Fund Budget Report

Ms. Deal asked about the memorial donation from Alan McKenzie: Ms. Loud reported that it would be allocated to the book fund after the upcoming meeting with school administrators.

Ms. Muldoon went over the budget report with the board, asking about or explaining several fairly large amounts that are still unspent three quarters of the way through the fiscal year:

Under "Adult Services," disaster plan supplies have been discussed with the relevant town departments and Home Depot. Ms. Loud expects action on this soon.

Under "Young Adult Services," Ossie Mallio has talked about issuing a series of brochures rather than the single welcome pamphlet. Ms. Loud will find out what stage this plan is in.

Under "Children's Services," performers have been booked for summer programs but are not paid yet.

Under "Fox," the $139 will be spent very soon.

Under "Public Relations," the money for personnel to asist with P.R. was to be used for art work on various brochures and posters. Ms. Loud will check on this.

Under "Staff Development," the conferences and workshops budget will be spent on staff attendance at the upcoming Massachusetts Library Association meetings.

Restricted funds: Under "Adult Services" and "Y/A Services," materials are on order for the "available" amounts listed.

Ms. Muldoon said she does not have the receipts for the sale of books at the last author program (Linda Barnes). Ms. Loud will see that she gets them.

Trust Fund Budget Report

Mr. Castiglioni was absent but will report on the Russell Fund next month.

Long Range Plan Update

Ms. Loud reported that the Community Vision Statement is largely a product of the town's Vision 2020, though the committee had reinforced the expectation of "access to ... information and technology" in #6. The board approved and seconded the vision statement.

The list of Community Needs was approved and seconded by the board, who congratulated the committee on the fine job it is doing with the long range plans. Initial results of the user surveys indicate that patrons are most satisfied with the facility, attitude of the staff, assistance from reference librarians, and the book collection. Patrons are least satisfied with the audiovisual collections.

Director's Report

The board discussed some of the "Problems" listed, chiefly that of people not wishing to leave the library at closing time: patrons seem to feel that if they get in line by 5:00 they can check books out, though this means the staff has to stay another 15 or 20 minutes.

Notebook

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Various possible solutions were suggested, all of which have already been suggested by the staff and the staffs of other libraries Ms. Loud conferred with. They are still working on the problem. A question was asked about the man who gets angry when asked, after several hours at an Internet station, to give it up to someone else; he apparently does this at other local libraries, taking turns, so to speak. Another question was asked about the man who leaves fake bombs; he will be in court April 14. Ms. Loud wishes he could be given a psychiatric evaluation, in spite of his action being "only a misdemeanor."

Adjournment

The meeting adjourned at 8:58.

The next meeting of the board will be on **Thursday, May 13** at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Notebook

Robbins Library Board of Trustees
Meeting
March 10, 1999

Call to Order

Chairperson Patricia Deal called the meeting to order at 7:35 p.m. Attending were trustees David Castiglioni, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director, Maryellen Loud, the assistant library director, Cindy Diminture, and adult services librarian, Nancy Gentile. Absent from the meeting was trustee Katharine Lawrence.

Approval of Minutes

The board read the minutes of the February meeting and accepted them as read.

Communications

Ms. Loud reported that the Alliance for the Mentally Ill, an organization of approximately 100 members, many of whom are Arlington residents, want to hold their monthly meetings in the Robbins community room on the first Tuesday of every month from September 1999 through June 2000. It would help them in the planning and publicizing of their programs to be able to book the facility for their ten month season in advance. Although they are cognizant of our six month policy (Robbins meeting rooms may be booked for a maximum of six months in advance) Alliance representatives requested that the board and library administration reconsider this policy. Trustees proposed that the Alliance could add on an additional month's reservation each month, although the library could not guarantee the room's availability. After discussing the advantages and disadvantages of allowing booking beyond the six month time period, the board decided to retain its present policy.

Patsy Kraemer, Director of Human Resources for the Town of Arlington, had borrowed chairs a couple of years ago from the library community room for use in the Robbins House. Although Ms. Kraemer recently bought new chairs for Robbins House and is ready to return them, she has asked if she may send some of them to Fox

to return them, she has asked if she may send some of them to Fox Library for use in the community meeting room. While trustees voiced some concerns that we may never get these expensive chairs back, the board agreed that inasmuch as the Fox meeting room is used for Russell Fund and other library programs as well as for general community programs, it would be appropriate for us to allow the loan of Robbins Library furniture. We shall, however, monitor the use.

Community Time

No representatives of the community were present.

Robbins Library Print Collection - Nancy Gentile

Nancy Gentile distributed copies of her report on the art print collection to the board. The board had commissioned Ms. Gentile to undertake this project---examining and sorting the prints and developing a list of recommendations for the next steps to be taken. To give the board a sense of the size of our holdings, Ms. Gentile compared our collection of between 80,000 and 150,000 prints with that of the Boston Public Library, which numbers approximately 150,000.

During Ms. Gentile's oral presentation trustees basked questions, expressed concerns and opinions about the eventual use and/or disposition of the collection, and eventually reached some decisions about the next steps/activities. Below are some of the observations/concerns opinions expressed by the board and library staff and administration
- Materials which are identified as "more valuable" and/or more fragile, artistically appealing, etc., should be protected, not circulated.
- Some prints could be added to the circulating print collection.
- Ms. Loud's continuing concern is the possibility that there is an item or items of great value, and it is our responsibility to identify and preserve such art. Consultants in recent years have assessed the collection as second and third rate. Consensus of experts who have examined the collection in the past is that there is nothing of "museum quality." Ms. Loud wants an expert to examine the collection again to determine what is worth keeping, giving away, or exhibiting.
- Mr. McKersie asked that the board clarify its objectives before we commit any more resources to exhibiting prints.
- Ms. Deal suggested that we determine a core collection for display and lend or donate others.

•Trustees discussed the terms of the original trust, and reviewed the opinion of town counsel John Maher.

Ms. Ruderman propsed that we consider getting an intern from the Harvard Extension School museum studies program, although September would likely be the earliest availability since spring internships have already been set up at this point. Such an individual should have a “trained eye,” be able to do something more than counting and less than cataloguing, and be qualified to evaluate the condition of the prints and their value as potential exhibits. Ms. Ruderman will contact a representative of the school.

Chairman Deal asked the board to consider and made decisions about the eleven recommendations in Ms. Gentile’s report: •Recommendation #1: The board agreed that Ms. Gentile should order new towers to house the boxes of catalogued prints in the print room. Ms. Gentile wants an accurate count of the catalogued prints and will use a junior page to help her with this task.
#2 Ms. Ruderman will pursue this (hiring a consultant/intern to sort through the uncatalogued prints).
#3 Ms. Loud will find someone, perhaps within the library, to exhibit portions of the catalogued collection on a regular basis.
#4 Wait until September for an archivist/intern to select uncatalogued items to be matted, catalogued, and exhibited.
#5 No action was taken on adding to the circulating collection.
#6 No decision on the amount and kind of publicity at this time.
#7 We shall not dispose of anything at this time.
#8 Ms. Gentile will continue to set aside the items declared commercially valuable by James Bergquist.
#9 An inventory to match each print with a catalog entry could be done at the end of the project, but it would be very labor intensive. No action taken at this time.
#10 Find out if the library made a gift of 13,800 prints to the National Portrait Gallery in Washington, D.C. as reported in the Annual Report of 1965. #11 Ms. Gentile will continue reading correspondence relating to the print collection.

Local History Items
Ms. Loud showed the board several World War I posters, which were restored in the early 1980’s with grant money. Additional posters need restoration and preservation. The board is interested in

need restoration/preservation. The board is interested in considering this at a later meeting and agreed with Chairman Deal's recommendation to take no further action at this time.

Author Program

Due to the unavailability of authors called or the high fees of those who are in great demand, no author is yet engaged for the spring program. Ms. Loud and Ms. Diminture will call Kathryn Lasky Knight (a children's and adult author) and two other possibilities for the spring program.

Long Range Plan Update

Ms. Loud reviewed the progress of the long range plan committee with the board. The community vision statement, the community scan, patron survey and parent survey are all done. The library user survey is upcoming. Osee Mallio, young adult librarian, will conduct a young adult survey. The library scan, which evaluates staffing, resources and collections and compares what the library has and does with what the community needs, is upcoming. Staying on schedule to meet the October deadline is difficult but not impossible.

Director's Report

Ms. Loud reviewed the highlights of the March Director's Report.

Other

Ms. Loud reviewed with the board the Finance Committee's report. The committee voted the Town Manager's recommendations but left the budget open for further consideration if additional funds become available.

Date of Next Meeting and Adjournment

The next meeting of the board will be Tuesday, April 13 at 7:30 p.m.

The board moved to adjourn at 9:55 p.m.

Respectfully submitted,
Joyce Radochia
Joyce Radochia
Secretary Pro-Tem

Notebook
APPROVED

Robbins Library Board of Trustees
Meeting
February 9, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:36 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Robert McKersie was absent.

Approval of Minutes

The minutes of the January meeting were read and approved.

Communications

Ms. Loud read a letter from Alan McKenzie thanking her for her reply to his donation and indicating that he would prefer the money be spent on needed library materials now rather than established as a fund.

Community Time

No representatives of the community were present at the meeting.

Author Program

Ms. Deal reported that Jonathan Harr is not available to speak: his agent said he is in the middle of his next book and does not interrupt his work for speaking engagements.
Ms. Loud reported on a number of authors and agents she got in touch with:

Nicholas Gage could come in the fall. His fee is $1000, which is donated to his scholarship fund. The board agreed to invite him, and asked that she try to get him for November 7 or 14.

Jill LePore is about to have a baby and has other things on her mind.

Robert Cole has not returned Ms. Loud's call.

Nicholas Dodman requested that she speak to his scheduling secretary.

She also called Little Brown for suggestions. They need a letter saying what kind of literature we are interested in. The board agreed that we should have a non-fiction author if possible this time, as a number of recent ones have been fiction writers.

Further suggestions from the board: George V. Higgins, Justin Kaplan, Anita Shreve, Kate of Kate's Mystery Books. Ms. Ruderman wondered if perhaps a panel of beginning authors might be interesting; there are several local writers.

Finance Committee Liaisons/FY2000 Budget

Bob Scoppetulo and Johanna Gurland of the town finance committee came to the meeting to hear details of the proposed FY2000 Budget. Ms. Loud went over the budget with them, item by item, with occasional input from the trustees. Some of the items discussed:

The increase in building repairs and maintenance is a number of items that add up: e.g., the front doors, carpet cleaning, window cleaning, etc.

The furniture and equipment maintenance budget has been decreased, however, as the furniture and equipment are holding up reasonably well.
The figure for electricity expenditure in 1998 is a bookkeeping discrepancy between the town and library methods: the figure should actually be about $104,000.
Mr. Scoppetulo questioned the increase for books and subscriptions. Ms. Loud explained that this is due to rising costs and continued need for books, videos, and CD's. She is monitoring the figures carefully to keep within state aid.
The figure for vehicular supplies was raised because the library van is getting older and needs major repairs but will probably last another two years, when it is due for replacement.
The rise in the bindery budget is necessary as the library has not been able to rebind all the books that need it now, both out-of-print books and very popular ones.
In the case of "other purchased services," the big item (with an as-yet-unknown price tag) is the necessary change of cleaning service throughout the town.
The major request increases in the total budget are due to staff positions and necessary raises, and building repairs. The library has asked for about 4% increase in the budget; the town manager has recommended a 2% increase.

Ms. Loud explained and further described the requested personnel increases, including the following:
Other libraries pay part-time staff working on the circulation desk the same hourly wage as full-time staff; they do not use pages for this job. She hopes that raising the pages' pay would attract more mature workers willing to make more consistent commitments. Ms. Gurland agreed that the shelving problem was acute; the staff cannot keep up with shelving, especially in fiction. (There is also a problem of enough shelves, though no one can see a solution to this.)
After considerable discussion of the priorities, Mr. Scoppetulo and Ms. Gurland suggested that the full-time position of Technology Librarian seemed extremely important. Ms. Loud and the board agreed, but emphasized that the requests for other increases should not be lost in favor of the full-time position.

Mr. Scoppetulo raised some questions about the set-up of the salary and wage sheet (pp.4-7). Ms. Loud explained the way she has listed the salary steps, which is apparently unique to the library; Mr. Scoppetulo said that the use of the "remarks" column for the department requests was also unique: other departments have separate columns for their requests. Ms. Loud will take this up with the manager's office.

Ms. Gurland asked for some basic comparison-by-year figures for circulation, transfers, expenses, etc. in case of questions from the committee, also amounts and use of special funds and donations. Ms. Loud promised to fax these to her in the morning.

Russell Fund Budget Report

Mr. Castiglioni distributed the report and went over the figures with the board. He pointed out that one change from his original was separating materials and supplies because Ms. Loud has to report them that way to the State. He explained that, as usual, the category of Programs and Performers was about 75% spent because most of the performers have to be paid in advance, or at least the checks cut when they confirm.
Ms. Deal asked for the date of the Fair: Ms. Diminture said it would be March 27. Volunteers are welcome.

Long Range Plan Update

Ms. Loud reported that Teresa DiBenedictus from the town manager's office has joined the committee; Alicia Mahoney has had to withdraw as she is moving away.
The committee has agreed to use the basic Vision 2020 plans – some of which will be expanded – for the community vision. The community scan has been updated. Ms. Deal congratulated Ms. Loud on her outline of target dates and said they make the job seem "doable."

Internet Update

Ms. Loud distributed an article from the *Library Journal* reporting on the use of filtering software in Ohio libraries. About 17% have some sort of filtering, which the article says is close to the national average. Several other methods of control, including the most used "tap on the shoulder" of people using inappropriate sites, are discussed. The article points out that libraries throughout the country are in the process of being sued both for filtering and for not filtering.
Ms. Loud reported that the U.S. Commission on Libraries has, after considerable deliberation, come to the conclusion that the governing boards of schools and libraries in every local community must make its own decision on the subject. She has found that the Internet now has information on how to disable most popular filtering software. She continues to collect news from different towns about how their library systems are dealing with the problems.

Director's Report

The board reviewed the director's report. Mr. Castiglioni asked if the library was still having problems with children and teenagers misbehaving. Ms. Loud said yes; Youth Consultation Services are aware of the problems and coming to discuss possible solutions with the staff; some of the counselors may come in to help. Meanwhile Osee Mallio will try to be present in the Young Adult area in the afternoon to work with the students.

Ms. Loud elaborated on the problems with the cleaning company. Although the present firm is still working out its four-week notice and the town is taking bids, the library is suffering from lack of regular good cleaning.

The Winfield Robbins sculpture is back in the reading room.

Ms. Loud and Ms. Diminture have been working with the Friends group. Only one person showed up at a carefully planned meeting, but the group made some plans: an MFA introductory lecture this spring (May 20), a wine-tasting in the fall, a combination library and Friends newsletter, and identifying jobs for volunteers.

The Computer Café has offered to give a 50% discount to library card holders if the library would be willing to publicize the deal. Ms. Loud said she was concerned that other businesses might want to arrange similar advertising. Ms. Ruderman pointed out that there were no advantages for the library in the arrangement. The trustees decided to turn down the offer.

Believing that the study rooms are being used sometimes by private tutors, the staff sees the future possibility of the rooms, which are in high demand, being misused for other

commercial purposes (business meetings, etc.) The trustees decided that people should be warned (gently) that the rooms may not be used commercially.

Other

Ms. Deal distributed a report from the Massachusetts Board of Library Commissioners that the state is discussing financial compensation to certain library trustees who have other government jobs. Although this would not affect anyone now on the board, she believes that we should be prepared for the possibility in the future. John Bilafer has agreed to look into this and work on it.

Ms. Loud distributed a page of comparisons in circulation and staff over the last five years, showing how the circulation has grown while some personnel has been lost.

The meeting adjourned at 10:07 p.m.

The next meeting of the board will be on *Wednesday,* March 10, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Draft

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Meeting
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Other libraries pay part-time staff working on the circulation desk the same hourly wage as full-time staff; they do not use pages for this job. She hopes that raising the pages' pay would attract more mature workers willing to make more consistent commitments. Ms. Gurland agreed that the shelving problem was acute; the staff cannot keep up with shelving, especially in fiction. (There is also a problem of enough shelves, though no one can see a solution to this.)
After considerable discussion of the priorities, Mr. Scoppetulo and Ms. Gurland suggested that the full-time position of Technology Librarian seemed extremely important. Ms. Loud and the board agreed, but emphasized that the requests for other increases should not be lost in favor of the full-time position.

Mr. Scoppetulo raised some questions about the set-up of the salary and wage sheet (pp.4-7). Ms. Loud explained the way she has listed the salary steps, which is apparently unique to the library; Mr. Scoppetulo said that the use of the "remarks" column for the department requests was also unique: other departments have separate columns for their requests. Ms. Loud will take this up with the manager's office.

Ms. Gurland asked for some basic comparison-by-year figures for circulation, transfers, expenses, etc. in case of questions from the committee, also amounts and use of special funds and donations. Ms. Loud promised to fax these to her in the morning.

Russell Fund Budget Report

Mr. Castiglioni distributed the report and went over the figures with the board. He pointed out that one change from his original was separating materials and supplies because Ms. Loud has to report them that way to the State. He explained that, as usual, the category of Programs and Performers was about 75% spent because most of the performers have to be paid in advance, or at least the checks cut when they confirm.
Ms. Deal asked for the date of the Fair: Ms. Diminture said it would be March 27. Volunteers are welcome.

Long Range Plan Update

Ms. Loud reported that Teresa DiBenedictus from the town manager's office has joined the committee; Alicia Mahoney has had to withdraw as she is moving away.
The committee has agreed to use the basic Vision 2020 plans – some of which will be expanded – for the community vision. The community scan has been updated. Ms. Deal congratulated Ms. Loud on her outline of target dates and said they make the job seem "doable."

Internet Update

Ms. Loud distributed an article from the *Library Journal* reporting on the use of filtering software in Ohio libraries. About 17% have some sort of filtering, which the article says is close to the national average. Several other methods of control, including the most used "tap on the shoulder" of people using inappropriate sites, are discussed. The article points out that libraries throughout the country are in the process of being sued both for filtering and for not filtering.
Ms. Loud reported that the U.S. Commission on Libraries has, after considerable deliberation, come to the conclusion that the governing boards of schools and libraries in every local community must make its own decision on the subject. She has found that the Internet now has information on how to disable most popular filtering software. She continues to collect news from different towns about how their library systems are dealing with the problems.

Director's Report

The board reviewed the director's report. Mr. Castiglioni asked if the library was still having problems with children and teenagers misbehaving. Ms. Loud said yes; Youth Consultation Services are aware of the problems and coming to discuss possible solutions with the staff; some of the counselors may come in to help. Meanwhile Osee Mallio will try to be present in the Young Adult area in the afternoon to work with the students.

Ms. Loud elaborated on the problems with the cleaning company. Although the present firm is still working out its four-week notice and the town is taking bids, the library is suffering from lack of regular good cleaning.

The Winfield Robbins sculpture is back in the reading room.

Ms. Loud and Ms. Diminture have been working with the Friends group. Only one person showed up at a carefully planned meeting, but the group made some plans: an MFA introductory lecture this spring (May 20), a wine-tasting in the fall, a combination library and Friends newsletter, and identifying jobs for volunteers.

The Computer Café has offered to give a 50% discount to library card holders if the library would be willing to publicize the deal. Ms. Loud said she was concerned that other businesses might want to arrange similar advertising. Ms. Ruderman pointed out that there were no advantages for the library in the arrangement. The trustees decided to turn down the offer.

Believing that the study rooms are being used sometimes by private tutors, the staff sees the future possibility of the rooms, which are in high demand, being misused for other

commercial purposes (business meetings, etc.) The trustees decided that people should be warned (gently) that the rooms may not be used commercially.

Other

Ms. Deal distributed a report from the Massachusetts Board of Library Commissioners that the state is discussing financial compensation to certain library trustees who have other government jobs. Although this would not affect anyone now on the board, she believes that we should be prepared for the possibility in the future. John Bilafer has agreed to look into this and work on it.

Ms. Loud distributed a page of comparisons in circulation and staff over the last five years, showing how the circulation has grown while some personnel has been lost.

The meeting adjourned at 10:07 p.m.

The next meeting of the board will be on *Wednesday,* March 10, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

APPROVED

Robbins Library Board of Trustees
Meeting
January 12, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35 p.m. Attending were trustees Katharine Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee David Castiglioni was absent.

Approval of Minutes

The minutes of the December meeting were read and approved.

Communications

Ms. Loud read a letter from Paul Lamoroux expressing his appreciation for the visit Dan Gutman made to the Ottoson School.
She notified the board that the Board of Library Commissioners has accepted her updating of the the FY 2000 Goals and Objectives.

Community Time

No representatives of the community were present at the meeting.

Internet Update

Ms. Loud reviewed the court cases in Virginia and California concerning filter software on library computers, and the board spent considerable time discussing the problems. Everyone seems to be working on them, from the Presidential Commission to the ACLU to the Library Commissioners to individual librarians. The library administration and board will continue to watch the situation and discuss the various solutions being tried.

FY 2000 Budget Update

The board studied the increases granted by the town manager's office: overall these come to about 5%, which is lower than the 9% requested, but there are some increases on most of the requests. Though regretting that no money is available for its first priority, the position of computer aide and monitor, the board accepts the decisions.
Ms. Deal asked Ms. Loud if she would at some point list the increases in staff over the past five years so that the board can see to what extent there have been real increases.
The board recommends giving the priorities list ("Recommended Personnel Increases"), but without numbering, to the finance committee with the budget.

Donations Received

The library has received several large end-of-year donations, including $5,000 from Alan McKenzie as a memorial to his mother. Ms. Loud will discuss with Mr. McKenzie various possibilities for the use of the money: invest it and use the income annually, buy *Grove's*

Dictionary of Art, or buy from a list of various other things the library needs. Ms. Ruderman suggested special acknowledgement cards be made for future memorial donations.

Author Program

Doris Kearns Goodwin's agents have responded to Ms. Loud's requests with the information that Ms. Goodwin would be unavailable this year, but might possibly be signed up for next. As her fee is $25,000, the board decided to drop her name from the list.
Ms. Deal has been in communication with Jonathan Harr's publishers. In view of the demands on his time at the moment, however, the board felt that we should proceed with other possibilities. Ms. Deal will try to arrange either an April or an October visit from Nicholas Gage or Jill LePore.
Ms. Ruderman suggested a veterinarian from Tufts who she has heard is an excellent speaker; she will find out more information.

Reports of Trust Fund Liaisons

As Mr. Castiglioni was absent, the full review of the Russell Fund was postponed until next month; Ms. Loud reported, however, that about half the money is spent, which is normal for this time of year.
Ms. Muldoon reported that the other funds are at about the same stage. In each case there is a valid reason for waiting, many of them having to do with summer programs. The board will review the reports again in April.

Mid-Year Evaluation of Trustee and Administration Goals and Objectives

The board reviewed the administration goals and objectives. Ms. Loud reported that the building tours have started and are very successful. The newsletter will, she hopes, appear in February: the Friends and the staff are working on it. The board hopes that Nancy Gentile might be able to come to the March meeting to work with them on the disposition of the Robbins Print Collection. The Minuteman Network and the Board of Library Commisioners have helped considerably with the investigation and evaluation of CD-ROM products and online databases. The library has offered but school systems have not taken much advantage of orientation sessions. Finally, Ms. Loud reported that she sent letters to the people who gave their names, on Town Day, as being possibly interested in helping the library; she has received several responses and several have started work.

The board then reviewed the trustee goals and objectives. Ms. Ruderman suggested that the library displays, when not from the staff, have clear attribution. The board agreed that, as a matter of policy, all displays from outside people or organizations should be clearly attributed. Ms. Muldoon asked for an update on the building project. Ms. Loud reported that about $80,000 is left in the budget, most of which will be needed for the repair to the patio wall and replacing the front doors.

Long Range Plan Update

The Long Range Planning Committee consists of Ms. Loud, Ms. Diminture, Ms. Deal, Ms. Muldoon, Mr. McKersie, Alicia Mahoney, Wendy Watson, and three library department heads: Nancy Gentile, Page Lindsay, and Marianne Uttam; possibly also a representative (still to be decided) from the town manager's office. Ms. Diminture will take the minutes. Ms. Muldoon agreed to co-chair the committee with Ms. Loud. The board agreed that the

committee should try for a 5-year (rather than 3-year) plan. Ms. Loud said that she believes most costs can been contained within the library budget but may need to request trust fund money for the final printing of the report. Consultant services will probably not be necessary.

Director's Report

The board reviewed the director's report and discussed the problem of unruly children, especially certain repeaters.

Other

Ms. Loud circulated copies of the "Looking Ahead" section of the Annual Report and pointed out two sentences she added to clarify two administrative goals.

The meeting adjourned at 10:05 p.m.

The next meeting of the board will be on Tuesday, February 9, at 7:30 p.m.

Respectfully submitted,
Katharine Lawrence
Katharine Lawrence

Draft

Robbins Library Board of Trustees
Meeting
January 12, 1999

Call to Order

Chairman Patricia Deal called the meeting to order at 7:35 p.m. Attending were trustees Katharine Lawrence, Robert McKersie, Barbara Muldoon, Joyce Radochia, and Susan Ruderman. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee David Castiglioni was absent.

Approval of Minutes

The minutes of the December meeting were read and approved.

Communications

Ms. Loud read a letter from Paul Lamoroux expressing his appreciation for the visit Dan Gutman made to the Ottoson School.
She notified the board that the Board of Library Commissioners has accepted her updating of the the FY 2000 Goals and Objectives.

Community Time

No representatives of the community were present at the meeting.

Internet Update

Ms. Loud reviewed the court cases in Virginia and California concerning filter software on library computers, and the board spent considerable time discussing the problems. Everyone seems to be working on them, from the Presidential Commission to the ACLU to the Library Commissioners to individual librarians. The library administration and board will continue to watch the situation and discuss the various solutions being tried.

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Ms. Deal has been in communication with Jonathan Harr's publishers. In view of the demands on his time at the moment, however, the board felt that we should proceed with other possibilities. Ms. Deal will try to arrange either an April or an October visit from Nicholas Gage or Jill LePore.
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Director's Report

The board reviewed the director's report and discussed the problem of unruly children, especially certain repeaters.

Other

Ms. Loud circulated copies of the "Looking Ahead" section of the Annual Report and pointed out two sentences she added to clarify two administrative goals.

The meeting adjourned at 10:05 p.m.

The next meeting of the board will be on Tuesday, February 9, at 7:30 p.m.

Respectfully submitted,
Katharine Lawrence
Katharine Lawrence

Approved

Robbins Library Board of Trustees
Meeting
December 8, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:33 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. New trustee Susan Ruderman was introduced to and welcomed by the board.

Approval of Minutes

The minutes of the November meeting were read and approved except for one change in wording: the last two words of paragraph 2 on page 2 should be changed from "the computers" to "research materials."

Communications

Ms. Deal read a note from the library staff thanking the board for its contribution to the holiday party.
Osee Mallio prepared a report of Dan Guterman's Russell Fund visit to Grade 7 of the Ottoson School.

Community Time

No representatives of the community were present at the meeting.

Annual Report

The board reviewed and discussed Ms. Loud's final draft of the annual report, making several minor changes.

FY 2000 Budget Update

Ms. Loud distributed her Preliminary Budget, Recommended Personnel Increases, and Salary and Wage charts for FY 2000. She will ask the town manager's office if she can include the expense page, as used to be done, as it makes the figures easier to understand. Most of the discussion focussed on the Recommended Personnel Increases. Slight changes have been made in the figures since the board's last meeting, due mostly to a 3% increase previously settled between the town manager and the unions.

In total, the recommendations ask for an increase of about 9% in the budget over the 1999 figures:
The request for a $102,422 increase in personnel includes the necessary step raises as well as the $85,078 on the recommendation sheet.
Of the $15,420 requested in expenses, about $5,000 is for building maintenance, about $10,000 for books and subscriptions.

Ms. Loud asked the trustees whether, if the board had to make choices between personnel and materials, which it felt needed the funding more seriously; the board hopes not to have

to make that choice, but is inclined to favor personnel increase as being even more necessary than additional materials.

Mr. McKersie questioned the priority listing on the Recommended Personnel Increases sheet, in light of parental response that he and Mr. Castiglioni heard on Town Day, when opening the Children's Room more evenings seemed very important to parents. After considerable discussion, the board recommended this item be listed third, especially as it hopes the next three items may be offset by the Network Transfer Grant.

The board discussed at length the requested rise in wages for senior pages. Although a 33% wage increase sounds enormous, the board understands that this is a responsible position, with a good deal of competition for qualified part-time workers at this level. Ms. Muldoon suggested asking around town what other jobs exist for such qualified workers, even teenagers, and what they pay.

Internet Policy Review

The board discussed Ms. Loud's letter reporting her discussion with the town manager and his request that the board re-consider its position on the use of filtering software on the computers in the adult section of the library. The board is very sympathetic with the town manager's (and many parents') concerns. As Ms. Ruderman pointed out, it isn't simply a question of teenagers seeking controversial sites: unpleasant and even pornographic material is all too easy for anyone using a computer to stumble on. Unfortunately, no filtering software is sure proof against such material, and any such programs necessarily "filter out" – make unavailable even to the serious user – important information, particularly health information and support groups. Ms. Loud said that the National Special Commission on Libraries is working on the problem.

After considerable discussion, Mr. McKersie suggested that Ms. Loud report to the town manager that we share his concerns and are aware of the risks; but in view of the principles of freedom of choice and access, and the legal questions involved, we cannot advise using filters throughout the library. The board concurs. The staff and the board intend, however, to keep working at the problem. As a start, two more computers, with filtering software, will be added to the Children's Room.

Long Range Planning Process

Ms. Loud reported that the ALA has developed a new long range planning process; and MetroWest has organized planning support groups, one of which the Robbins Library planning team will join immediately, as they have already started. Ms. Loud distributed outlines of the process, explaining the steps briefly, and asked the board to study the fuller explanations.

The long range plannning committee will include the director, one or two members of the board of trustees, and several members of the community – possibly some who responded to the town manager's request for volunteers for the board of trustees. Ms. Loud suggested that it would also be helpful to have someone from the manager's office. Ms. Muldoon offered to participate, as she has done it before; and Ms. Deal said she might be able to also.

Author Program

Ms. Deal has called Random House about the possiblility of having Jonathan Harr (author of *A Civil Action*) to speak, and given all the necessary information to the person there who arranges speakers. Other suggestions:

Nicholas Gage, author of *Eleni* and *A Place for Us*. Ms. Deal will try him.
Perry Klaas, promoter of reading with children.
Jill LePore, author of *The Name of War* (about King Philip's War).

Director's Report

Ms. Loud announced that the new head of Circulation is Barbara Halpern.

Ms. Loud has met with the Friends of the Library, and is working with them on increasing their membership, assigning sub-committees to particular tasks, creating a new brochure, and developing a Friends program.

The board read and discussed the director's report; there were no major questions.

Other

The board did not send out a fund-raising letter in November as the pressure of work on the staff made developing a list impossible. Ms. Ruderman, having worked in fund-raising, said that December was not a good month to do it; the next ordinarily successful time would be April. So the Board will try for that.

The meeting adjourned at 9:48.

The next meeting of the board will be on Tuesday, January 12, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence, secretary

Approved

Robbins Library Board of Trustees
Meeting
November 9, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:38 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, and Barbara Muldoon. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Joyce Radochia was absent.

Approval of Minutes

The minutes of the October meeting were read and approved.

Communications

Ms. Deal read a note from Mrs. Donnelly thanking the trustees for the ceremony dedicating the Frank Donnelly Memorial Literacy Collection.

Ms. Deal also read a letter from town manager Donald Marquis informing the board that he had appointed Susan Ruderman to the board, her term to expire September 14, 2001. Ms. Loud outlined Ms. Ruderman's background and is pleased with the choice. After final approval from the Board of Selectmen, Ms. Ruderman will join the trustees, probably in January.

The parent company of the *Arlington Advocate* has sent the library a substantial check for the money donated by citizens as part of their subscription renewal. Ms. Loud will review options for expenditure at next month's meeting.

Community Time

No representatives of the community were present at the meeting.

Author Program

No one has yet been found to head the program. Ms. Loud distributed a list of possible authors from previous suggestions. Ms. Muldoon suggested adding the names of Eleanor Lipman and Allegra Goodman (author of *Katterskill Falls*), Ms. Lawrence suggested Kate of Kate's Mystery Books. Also suggested was Dr. Perri Klass as a specialty speaker about raising children. Ms. Loud has written Doris Kearns Goodwin. Ms. Deal will try Jonathan Harr and one or two others.

FY 2000 Budget Requests

Ms. Loud distributed a list of preliminary requests for the board's approval. (The first three columns should be marked "FY '98 Expended" and the fourth column "FY '99.") Personnel is not listed on the chart as the town has not yet given her the figures. Most of the requests approximate expenses for '98. The rise of over $10,000 for Books and Subscriptions is to bring various collections in high demand (large-print , how-to, crime, etc.) up to date. The Bindery category will need $3,500 because of the decreasing quality of bookbinding and consequent increasing need to have them rebound. The last two

items (recordings and videos), Ms. Loud pointed out, should be considerably higher, but she has tried to keep them down to what the town might be willing to fund. She reported that the library budget for books has, in the last ten years, increased only about a third of the increase in the cost of books.

The Recommended Personnel Increases are listed in order of priority. The "Roamer" category should include "do basic computer repair," as this is in the job description. In the "Open Children's Room" category, the children's room is now open only on Monday * evenings, which is not often enough for children to have access to ~~the computers.~~ research materials

Ms. Loud reviewed the FY98 state aid expenditures which included Sundays, a portion of the Minuteman Library Network fee, and expenses that the municipal budget could not meet. Building repairs may still be a problem despite the fact that a considerable increase was received this year in the municipal budget. However, the necessity for repairs will increase as the building gets older.

Ms. Loud's chief problem, presently, is that she cannot find a weekend custodian. Advertising has brought no responses at all. The library cannot afford the present system of paying time-and-a-half and double-time to a town custodian, so the rate for the weekend custodian has been increased.

Internet Issues

Ms. Loud distributed, for discussion, the draft of an article for publication in the *Arlington Advocate,* on the use of library computers by children to access the Internet. A parent had complained that her child and some friends were able to get onto a pornography site. She and the board are sympathetic with parents' problems; the board encouraged her to send the article to the *Advocate* as continued explanation and warning to parents. Ms. Loud suggested the possiblility of some kind of parent training to work with children on the use of the Internet.

The staff has come to the conclusion that a sign-up system for the Internet computers will be necessary. Though a sign-up will be time-consuming for the staff, the present request-and-goodwill system isn't working and complaints take staff time.

Annual Report Outline

The board reviewed and approved Ms. Loud's outline for the director's and trustees' annual report.

Director's Report

The board reviewed and discussed the Director's Report. Ms. Loud is particularly happy about the hiring of a bookkeeper, Ms. Eileen Messina. Everyone is concerned about the necessity for police presence in the library every day to deal with unruly children. Everyone is impressed that Judi Paradis' list of programs and performers, on the MLN Network, has been used by members as far away as Maine.

Other

Ms. Loud distributed pages on "Helpful Websites."

*Amended by vote of the Trustees, December 8, 1998.

Osee Mallio has done a breakdown of the Young Adult summer reading program by grade, by school, in comparision to '97, and by activity in the library. The results are interesting and informative.

The Friends are distributing and posting flyers advertising their puppet sale on November 30.

Ms. Muldoon asked whether it would be possible to find a place for a weatherproof bulletin board outside the entrance to the library, to replace the clutter of signs on the library doors. Various areas were discussed, but it's difficult to think of a place that would get the same attention.

The meeting adjourned at 9:38.

The next meeting of the board will be on Tuesday, December 8, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

approved Boo

Robbins Library Board of Trustees
Meeting
October 14, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:32 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture.

Approval of Minutes

The minutes of the September meeting were read and approved subject to a correction in the last line: *November* should be *October*.

Communications

Ms. Loud gave the trustees copies of an exceptionally detailed and thoughtful appreciative letter from the mother of a 3 1/2-year-old. She also read a thank-you note from Jim Flahive for the engraved tankard given him on his retirement. She passed out copies of the yellow slip given to encourage Arlington students to get library cards.

Community Time

No representatives of the community were present at the meeting.

Author Program

Ms. Diminture is creating a flyer to advertise the November 8 program with Linda Barnes. Ms. Deal and Ms. Radochia will meet with Ms. Loud on the evening of October 19 to help with the mailing of these invitations.

The library is still looking for someone to take over the author program. Ms. Radochia knows of a possibility. Meanwhile, however, all members of the board are asked to come to the next meeting with their old list of possible authors, those who have been considered before, and any new suggestions they can make, as we need to get started on the spring program.

Frank Donnelly Dedication Ceremony

Invitations to the ceremony have been sent to several people, mostly at Mrs. Donnelly's request. Ms. Loud will put a notice in the *Advocate.* Ms. Deal and Ms. Loud will each say a few words at the ceremony, and anyone else who wishes to may add tributes. For the reception afterwards, Ms. Deal will provide a cheese tray and Ms. Lawrence cookies; Mr. McKersie and Mr. Castiglioni will bring cider and soda; and Mrs. Muldoon will provide paper cups, napkins, etc. About 15-20 people are expected.

FY 2000 Budget Preparation

Ms. Loud handed out copies of a statistical survey of the AV collections of Minuteman network libraries, listing how many of each type of material each library owns, and a list of total holdings. She had ranked the lists of videos, books on tape, and CD's; out of 30, Arlington ranks 9th, 9th, and 10th respectively. The numbers in all cases are, as she pointed out, somewhat misleading, as population figures are not taken into consideration. Several trustees expressed interest in "per capita" figures.

Ms. Loud briefly reviewed the amounts spent in the last three years on videos. (The figures will be in the preliminary budget to be discussed in November.) She had hoped to be able to put more money into CD's and books on tape this year, but we have not received the necessary increases ($7-8,000) requested in any of the last three years. Some libraries charge for video rentals; even a nominal fee of $1 would bring in large amounts of money because of volume (some videos have been borrowed as often as 250 times), which could be used to maintain and enlarge the collection – probably even of CD's and books on tape. Ms. Loud is uncomfortable about a public library making these charges, however, and the board generally agreed with her feelings.

Ms. Loud said that she will probably also ask for an increase in junior-page hours as well as raises for the senior pages. Further computer-service help may also be needed, and staff to monitor the large groups of school children congregating in the library after school. The various money problems continue to suggest the need for more fund-raising.

Director's Report

The work of the director and assistant director is at the moment – and for the next eight weeks – overwhelming because of the loss of two important staff people together with delays in hiring due partly to proposed changes in salary levels and deferred compensation, and several staff on vacation. Ms. Loud said she would manage for four weeks but would then have to fill the bookkeeping position.

The director's report was read and discussed, with some individual questions about e-mail notification and problems with the phone system.

Other

Fundraising: Letters should be sent to the second tier of building-fund donors. This will be done in November, when Ms. Deal and Ms. Lawrence will assist Ms. Diminture with the data base. Ms. Deal will meanwhile draft a letter to the first-tier donors expressing appreciation and saying how their gifts were spent. Ms. Deal is also working on a calendar for the board's various projects.

Mr. McKersie reported on an informal survey he and Mr. Castiglioni made on Town Day, asking for suggestions for the library. One person suggested putting the Dewey classification list into the elevator, which Ms. Loud agreed was a good idea. Several brought up complaints about people using the computers for e-mail and visits to chat rooms rather than research. Ms. Loud has restricted such uses on half the computers, but pointed out that this is very difficult to monitor and *communication* means a number of different sometimes controversial things! There were a few other complaints on the usual problem of summer hours (weekends) and evenings in the children's department. The response, however, was generally appreciative of the library and its services.

Adjournment

The meeting adjourned at 9:08 p.m.

The next meeting of the board will be on **Monday**, November 9, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Approved – Book

Robbins Library Board of Trustees
Meeting
October 14, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:32 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture.

Approval of Minutes

The minutes of the September meeting were read and approved subject to a correction in the last line: *November* should be *October*.

Communications

Ms. Loud gave the trustees copies of an exceptionally detailed and thoughtful appreciative letter from the mother of a 3 1/2-year-old. She also read a thank-you note from Jim Flahive for the engraved tankard given him on his retirement. She passed out copies of the yellow slip given to encourage Arlington students to get library cards.

Community Time

No representatives of the community were present at the meeting.

Author Program

Ms. Diminture is creating a flyer to advertise the November 8 program with Linda Barnes. Ms. Deal and Ms. Radochia will meet with Ms. Loud on the evening of October 19 to help with the mailing of these invitations.

The library is still looking for someone to take over the author program. Ms. Radochia knows of a possibility. Meanwhile, however, all members of the board are asked to come to the next meeting with their old list of possible authors, those who have been considered before, and any new suggestions they can make, as we need to get started on the spring program.

Frank Donnelly Dedication Ceremony

Invitations to the ceremony have been sent to several people, mostly at Mrs. Donnelly's request. Ms. Loud will put a notice in the *Advocate*. Ms. Deal and Ms. Loud will each say a few words at the ceremony, and anyone else who wishes to may add tributes. For the reception afterwards, Ms. Deal will provide a cheese tray and Ms. Lawrence cookies; Mr. McKersie and Mr. Castiglioni will bring cider and soda; and Mrs. Muldoon will provide paper cups, napkins, etc. About 15-20 people are expected.

FY 2000 Budget Preparation

Ms. Loud handed out copies of a statistical survey of the AV collections of Minuteman network libraries, listing how many of each type of material each library owns, and a list of total holdings. She had ranked the lists of videos, books on tape, and CD's; out of 30, Arlington ranks 9th, 9th, and 10th respectively. The numbers in all cases are, as she pointed out, somewhat misleading, as population figures are not taken into consideration. Several trustees expressed interest in "per capita" figures.

Ms. Loud briefly reviewed the amounts spent in the last three years on videos. (The figures will be in the preliminary budget to be discussed in November.) She had hoped to be able to put more money into CD's and books on tape this year, but we have not received the necessary increases ($7-8,000) requested in any of the last three years. Some libraries charge for video rentals; even a nominal fee of $1 would bring in large amounts of money because of volume (some videos have been borrowed as often as 250 times), which could be used to maintain and enlarge the collection – probably even of CD's and books on tape. Ms. Loud is uncomfortable about a public library making these charges, however, and the board generally agreed with her feelings.

Ms. Loud said that she will probably also ask for an increase in junior-page hours as well as raises for the senior pages. Further computer-service help may also be needed, and staff to monitor the large groups of school children congregating in the library after school. The various money problems continue to suggest the need for more fund-raising.

Director's Report

The work of the director and assistant director is at the moment – and for the next eight weeks – overwhelming because of the loss of two important staff people together with delays in hiring due partly to proposed changes in salary levels and deferred compensation, and several staff on vacation. Ms. Loud said she would manage for four weeks but would then have to fill the bookkeeping position.

The director's report was read and discussed, with some individual questions about e-mail notification and problems with the phone system.

Other

Fundraising: Letters should be sent to the second tier of building-fund donors. This will be done in November, when Ms. Deal and Ms. Lawrence will assist Ms. Diminture with the data base. Ms. Deal will meanwhile draft a letter to the first-tier donors expressing appreciation and saying how their gifts were spent. Ms. Deal is also working on a calendar for the board's various projects.

Mr. McKersie reported on an informal survey he and Mr. Castiglioni made on Town Day, asking for suggestions for the library. One person suggested putting the Dewey classification list into the elevator, which Ms. Loud agreed was a good idea. Several brought up complaints about people using the computers for e-mail and visits to chat rooms rather than research. Ms. Loud has restricted such uses on half the computers, but pointed out that this is very difficult to monitor and *communication* means a number of different sometimes controversial things! There were a few other complaints on the usual problem of summer hours (weekends) and evenings in the children's department. The response, however, was generally appreciative of the library and its services.

Adjournment

The meeting adjourned at 9:08 p.m.

The next meeting of the board will be on **Monday**, November 9, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

APPROVED MINUTES

Robbins Library Board of Trustees
Meeting
September 16, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:40 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Barbara Muldoon was absent.

Approval of Minutes

The minutes of the August meeting were read and approved subject to the correction of a typographical error on page 2 (*Mrs.* should be *Mr.*).

Communications

Ms. Loud reported two verbal communications: James Flahive, principal clerk and bookkeeper of the library, will retire next month; and Ruth Yannetti, head of the circulation department, will leave to take a job with the Public Works Department of the town.

Ms. Loud had a request from the Massachusetts Citizens for Vaccination Choice, who will be having a meeting in the library, to put out a donations basket during their meeting. The library has no stated policy on this. Mr. McKersie moved that a non-profit organization (such as this one) be allowed to do so provided there is no charge for the meeting and no active solicitation (seconded, approved).

Community Time

No representatives of the community were present at the meeting. The authors program committee, however, with Wendy Watson, chairman of the Friends, and Michelle Weyerbach, an interested participant, had met just before the trustees to plan the November 8 program with Linda Barnes.

Author Program

The program with Linda Barnes is on Sunday afternoon, November 8, at 3 p.m. Invitations will be sent out to the approximately 200 people on the library mailing lists, and refreshments are being arranged. Trustees are asked to be on hand to greet the public.

Judy Paradis will no longer be arranging the adult author programs. Ms. Loud is looking for someone to take her place.

Trustees are requested to come to the October meeting with ideas for the spring program.

Town Day Booth

Trustee assignments are noted in the August minutes. To these should be added Mr. McKersie from 1:00 to 3:00 p.m. Ms. Loud has hired a policeman to watch the library steps where there was trouble with skateboarders last year. The raffle form will be essentially the same as last year's, with the prize a $30 gift certificate from Royal Bookstores.

Fundraising

Ms. Loud reaffirmed the need to continue fundraising and asked the trustees for ideas. Money collected in last year's effort has been used chiefly to increase the video collection, which is now in much better shape; but the library now needs help with new AV materials. Mr. McKersie suggested we consider a set amount to revolve among various categories of needs from year to year. He and Ms. Deal suggested letters be sent to the next lower group of previous donors, with a letter to last year's about how their donations were used. Ms. Lawrence suggested posting a list of particular tapes or equipment wanted as some people are attracted to the idea of giving something in particular.

Further Art Appraisals

Ms. Loud wondered whether the trustees wanted the appraiser to go through the collection of small things which have been stored in several boxes for a number of years. Some are probably of historical value; a few may even be intrinsically valuable. Ms. Radochia moved that the trustees authorize Ms. Loud to spend about $200 to have these objects appraised (seconded, approved).

Calendar of Trustee Special Projects

A number of projects listed as trustee "goals and objectives" can and probably should be considered on a month-by-month basis. Ms. Deal will put these on an actual calendar for future use. Some of the projects could also be taken up by members of the Friends board, and Ms. Loud wrote a letter to the Friends membership to solicit volunteers for the Friends board and committees. A letter in the *Arlington Advocate* inviting new members might be in order.

Preliminary Discussion of FY 2000 Budget

Ms. Loud plans to ask for increases in some areas. As the cost of periodicals has risen sharply, some of the less popular ones need to be dropped. The staff is monitoring the circulation to discover whether in some cases readers are getting the same material more quickly on line.

Ms. Loud has sent a memo to the Town Manager about the money from Metrowest for network transfers (about $18,000). Ms. Loud hopes to use it for increased staff help to handle the transfers, but considers it risky to hire permanent help as the amount may vary widely from year to year. More pages are needed, with perhaps higher wages; Ms. Loud will poll other libraries to see what they are paying.

Repairs and maintenance may need an increase in the budget. The trustees will see the proposed budget in November.

Frank Donnelly Memorial

The trustees approved the finished plaque. About $800 has been received by the fund in Frank Donnelly's name; Ms. Loud asked whether the trustees thought it should be spent all at once or how. Ms. Deal suggested that the library order about $500 worth of the books most wanted in the literacy collection, then see what is most needed. Some contributions are still to come in.

The board discussed the ceremony: whom to invite (trustees, people on committees with Mr. Donnelly, his family and family friends); refreshments to be served; anyone who would like to say a few words should feel free to do so. Ms. Loud will notify the *Advocate*. The board set the date for Sunday, October 25 at 2:00 p.m., providing Mrs. Donnelly approves the date, otherwise November 1.

Director's Report

Ms. Loud passed around new telephone numbers for the library. The system has been installed town-wide; there are still some wrinkles to be worked out.

Various items on the report were discussed briefly, especially time problems on the Internet stations.

Other

Mr. Castiglioni said that his eighth-grade son's teacher had suggested the class refer to the children's (rather than young-adult) librarian for help in choosing books. Ms. Loud will ask Osee Mallio, the young adult librarian, to contact Ottoson Middle School.

Adjournment

The meeting adjourned at 9:30 p.m.

The next meeting of the board will be on **Wednesday,** *October ~~**November**~~ 14, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

not yet approved

Robbins Library Board of Trustees
Meeting
September 16, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:40 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Barbara Muldoon was absent.

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Director's Report

Ms. Loud passed around new telephone numbers for the library. The system has been installed town-wide; there are still some wrinkles to be worked out.

Various items on the report were discussed briefly, especially time problems on the Internet stations.

Other

Mr. Castiglioni said that his eighth-grade son's teacher had suggested the class refer to the children's (rather than young-adult) librarian for help in choosing books. Ms. Loud will ask Osee Mallio, the young adult librarian, to contact Ottoson Middle School.

Adjournment

The meeting adjourned at 9:30 p.m.

The next meeting of the board will be on **Wednesday**, November 14, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
August 11, 1998

Call to Order

Chairman Patricia Deal called the meeting to order at 7:03 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Robert McKersie was absent.

Approval of Minutes

The minutes of the June meeting were read and approved.

Communications

Ms. Loud received a letter from the Eastern Massachusetts Literary Council thanking us for the $500 donation, also for the library's support of and space for their programs.
A parent wrote to thank the library for the Russell Fund music programs of Diana Taraz and sent a donation of toys.
Ms. Loud received a call from a Lexington artist who has done a pastel of a scene in Arlington (on Route 2) that she wants to donate to the town. The trustees agreed with Ms. Loud that the library hasn't sufficient space to hang more pictures at this time; trustees suggested that she ask the artist whether she would consider calling the high school art department or the Planning Department.
Ms. Loud received a request from the Boston chapter of American Mensa, who want to use the meeting room to conduct testing. Although Mensa is non-profit, they would be charging $25 for the test. The trustees would prefer not to run the danger of a precedent for other organizations wanting to use the room with charges to cover speakers' fees, etc. and suggested referring Mensa to the Fox Library/Community Center for the space.

Community Time

No representatives of the community were present at the meeting.

Approval of FY 99 Trustee Goals and Objectives

These were discussed at the June meeting and several changes made. After trustees requested the removal of a comma (after *staffing* in section 1-B), Ms. Radochia moved that the board approve the statement (seconded, approved).

Report of Trust Fund Expenditures FY 98

Ms. Muldoon distributed and explained the final report: most of the items are by now "spent down," the listed balances mostly gone. Ms. Loud said that the library has not yet received the bill for the fundraising folder; otherwise the balances are up to date.

Approval of FY 99 Trust Fund Budget Requests

Ms. Muldoon distributed her initial outline showing the 98 budget, the balances, the 99 requests, and her recommendations from both unrestricted and restricted funds. She

explained how she projected the income from the funds; she has tried to meet most of the staff requests and thought possibly she could go deeper into some of the restricted funds if the board thought it advisable. Ms. Deal questioned expenditure on the collection of Chinese books as more than a temporary measure, concerned that any one-language collection could raise problems with proponents of other languages. Ms. Loud said she would find out whether the library can, through MetroWest, get the kind of language book loans it used to get from Boston.
Several trustees felt that the personnel and staff-appreciation requests should not have been cut. Ms. Muldoon said that she could use the Fay and Gruber funds for money for the Chinese book collections and the geneology collection, thereby saving $550 which would be alloted to personnel ($500 for public relations projects) and the requested increase ($50) in the staff appreciation fund. The board also recommended allotting $30 to town day, though we hope to persuade Royal Books to donate book certificates as prizes. Ms. Lawrence moved that the FY 99 Trust Fund Requests be approved as amended (seconded, approved).

Report of Russell Fund Expenditures - FY 98

Mr. Castiglioni explained the two sheets of budget figures, the one showing the final budget, and the one he broke down to show how much in each category was spent for the first and second halves of the year, which have quite different kinds of expenditures (e.g. kindergarten kits vs. library programs). He pointed out that the personnel and labor costs of programs are included within the various program categories. Mr. Castiglioni suggested that the board might consider in the future spending *some* of the realized capital gains from the Russell Fund considering that it now extends into programs for 7th and 8th graders; nevertheless he moved that the expenditures of $30,000 for the year and the Budget Proposal for Grades 7-8 be accepted (seconded, approved).

Approval of FY 98 Russell Fund Report

The board agreed that the report was lively and informative. Ms. Muldoon made a correction: Canada (rather than "Canadian") geese (p.5); and Mr~~s~~* Castiglioni pointed out a confusing redundancy (p.3): change "we offered again to sponsor" to "we again sponsored." The board wonders why only a small percentage of families take advantage of the free book distribution from the kindergarten packets and baby bundles programs. The board discussed the confusion in how programs are counted; Ms. Loud will work this out with Judi Paradis. Mr. Castiglioni moved the report be accepted as amended (seconded, approved).

Town Day Booth

Town Day will be September 19th this year. Members of the board volunteered to man the booth:

9:00 - 11:00	Ms. Deal
11:00 - 1:00	Ms. Lawrence and Ms. Radochia
1:00 - 3:00	Mr. Castiglioni

Author Program

$1000 has been allocated for the Linda Barnes program on November 8. Ms. Deal said we would need to convene a subcommittee to plan the details of that. Ms. Muldoon said we should be thinking about an April speaker; Ms. Loud reported that Judi Paradis will work on

* Mr.

it. She will continue to try Doris Kearns Goodwin, as she heard her speak, mentioned our desire to have her here, and got a willing response.

Children's Room Chairs

Eight of the chairs in the children's room need reupholstering. Ms. Loud showed the board the problem of the completely worn-out parts. Ms. Radochia moved and the board voted to spend $3600 to have all eight reupholstered rather than a $1400 stopgap measure of new seat cushions (seconded, approved).

Director's Report

The board read and discussed the director's reports for June and July, including her report on the American Library Association Conference. The art appraiser reports that most of the paintings hung have increased considerably in value; Ms. Loud will give a list of values to the town for possible increases in insurance. The "bureau drawer" collection of small items found with the art objects needs consideration for display purposes: the items probably vary considerably in value.
Ms. Loud requested $240 to install the shelving the trustees paid for (approved).
Ms. Loud reported that the library received $18,000 for the Minuteman inter-library loan program, as Arlington has had such a busy exchange. A separate account has been established and she will recommend to the Town Manager that it be used for personnel to help with the increased demands on the staff for the work involved.

Other

Mr. Castiglioni gave copies of the report of the Eldridge Farmer Trust Fund to Ms. Deal and Ms. Loud.

Literacy Collection Plaque in Honor of Frank Donnelly

The board adjourned to the first floor to discuss the placement and wording of the plaque in honor of Frank Donnelly. Ms. Lawrence will accompany Ms. Loud to the trophy store to order it.

Adjournment

The meeting adjourned (to the first floor) at 9:50.

The next meeting of the board will be on **Wednesday**, September 16, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
June 9, 1998

Call to Order

Vice-Chairman Patricia Deal called the meeting to order at 7:35 p.m. Attending were Trustees Katharine Lawrence, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustees David Castiglioni and Robert McKersie were absent.

Approval of Minutes

The minutes of the May meeting were read and approved. A few changes have been made to the trustee address list; Ms. Loud gave out updated copies.

Communications

Ms. Loud handed out invitations to the retirement luncheon for Rosalind Kantrowitz and a note from Mrs. Donnelly acknowledging expressions of sympathy from the trustees.

The trustees spent some time discussing an appropriate gift for Ms. Kantrowitz. Ms. Radochia moved that the board approve for the gift a sum within the price range previously established for service over 25 years (seconded, approved). Ms. Loud or Ms. Muldoon will choose an appropriate piece of jewelry, stained glass, or clock.

Community Time

No representatives of the community were present at the meeting.

Director's Report

The trustees reviewed the report. Ms. Loud and Ms. Diminture elaborated on the problem of computer repairs which is not financially serious at the moment with the new machines (under warranty) but is time-consuming, and funds may need to be increased with continued updated or new equipment.

The staff manual is now done and will be distributed June 10th. The board reviewed the Table of Contents, of which most items had been voted on previously, and congratulated Ms. Loud on the completion of the manual.

Regional Workshop

Ms. Deal and Ms. Lawrence attended a workshop held by Metrowest and the Massachusetts Board of Library Commissioners on May 28 and reported on it very briefly (both had neglected to bring their literature but will do so for the next meeting).

Nominating Committee Report/Election of Officers

Ms. Radochia reported the results of the committee's nominations for the board:

Chairman: Ms. Deal
Vice-Chairman: Mr. McKensie
Secretary: Ms. Lawrence
Trust Fund Liaison: Ms. Muldoon
Russell Fund Liaison: Mr. Castiglioni

The Board voted to accept the slate.

Memorial Fund for Frank Donnelly

Ms. Loud reported that about $800 had been donated to the Fund so far. Ms. Muldoon suggested that the money be given to the Literacy Collection, one of the possibilities suggested in Ms. Loud's memo to the trustees, and that the literacy program be named for him, as help for the handicapped was one of his major interests. The Eastern Massachusetts Literacy Council does tutoring and training in the library, and the money would be used for books and books on tape to enhance the presently small collection. Ms. Lawrence moved that the money be so assigned (seconded and approved). Ms. Loud will have a plaque made for the Collection, and when it is ready, the trustees will invite Mrs. Donnelly to a small ceremony, at which point a letter of appreciation will be written for the *Arlington Advocate.*

Preliminary Discussion of FY99 Administration and Trustee Goals

The board reviewed the Trustees Goals and Objectives and made a few changes and additions:

> 1-B: "Maintain the strength of staffing and resources *and the accessibility of collections* at the central library facility." [addition in italics]
>
> 3-D: "Encourage *the growth and involvement*, and recognize...." [addition in italics]
>
> 5-D: [new item] *Maintain the full membership of the board and encourage a diverse representation of the community in its composition.*

The board then read and discussed the Administrative Goals and Objectives.

Suggestions for New Trustee Appointment

Ms. Loud reported that a Mary Ann Sullivan had been highly recommended to her as a new young trustee who would be happy to serve. The board approved the submission of her name to the Town Manager for appointment.

Preliminary Review of FY99 Russell Fund Budget Requests

Ms. Loud explained the changes in the funding figures from last year, chiefly the fact that $2,000 each has been taken from "Programs" and "Materials" to fund the extension of the fund into "Young Adult programs and materials." The board approved the change and expressed pleasure in the "Everything Tells a Story" theme. Ms. Muldoon suggested that some emphasis be put on encouraging the children to write their own stories.

Date and Agenda for Summer Trustee Meeting

The summer meeting of the board will be on Tuesday, August 11, at 7:00 p.m.

Other

Ms. Loud requested that the board allow her some discretion in furniture request priorities. She expects to have to hire someone to hang heavy portraits, for example, and there are a few problems in shelving, cabinets, etc. still to be solved. The board approved.

Review of Art Objects

All art donations previously stored in the high school have been moved out, and Ms. Loud has had the appraiser update the values. The board examined the large pieces and chose a few to be displayed. Most, however, are damaged and/or extremely dirty, and the cost of repairing and cleaning is more than the value of the piece; these objects are consigned to "dead storage" until some future generation wants them.

Adjournment

The meeting adjourned at 10:20 p.m.

Respectfully submitted,
Katharine Lawrence
Katharine Lawrence, secretary

only

Robbins Library Board of Trustees
Meeting
May 12, 1998

Call to Order

Trustee Barbara Muldoon called the meeting to order at 7:43 p.m. as Vice-Chairman Patricia Deal was delayed by the MBTA. Attending were trustees David Castiglioni, Katharine Lawrence, and Robert McKersie. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Joyce Radiocha was absent.

Approval of Minutes

The minutes of the April meeting were read and approved as amended by the specification of the Robbins Print Fund on page 3.

Communications

Several trustees asked about invitations to the trustee orientation program to be given by the the Massachusetts Board of Library Commissioners and the Metrowest Massachusetts Regional Library System on May 28. Ms. Loud knew and could recommend most of the speakers; trustees will consider attending.

Community Time

No representatives of the community were present at the meeting.

Director's Report

Mr. Castiglioni asked about the problem patron; Ms. Loud reported that he had been formally warned against "trespass" and could be arrested if he returns.

Mr. McKersie asked whether there seemed to be any solution to the circulation problems; Ms. Loud replied that the heaviest circulation period was over and the staff would catch up soon on shelving, but that it will be a problem again next fall and winter. The board will have to consider budget priorities accordingly.

Ms. Loud reported that the library will be closed summer Sundays beginning June 7; that the computer upgrade has been finished and the system is up and working; and that town meeting passed the library budget the previous evening. She also notified the board that as family problems may prevent her from going to the ALA conference in June, the on-site registration fee, if she can attend, will be higher than the early fee.

The Arlington Advocate called the Director for information about the deceased Chairman, Frank Donnelly, which she gave them.

Frank Donnelly

The board took a few minutes to remember Mr. Donnelly and to discuss his remarkable contributions to the life and spirit of Arlington and beyond. He was an excellent fund-raiser; he had contacts not only throughout Arlington but all over greater Boston. Particularly mentioned were his optimism and enthusiasm, his willingness to commit his

time and energy wholeheartedly to every organization he was involved with, which were legion. Although he considered it an honor to chair the board, the board has, rather, felt honored to work with him these many years. We will miss him deeply.

Ms. Deal will ask Ms. Radochia to write a letter of tribute in reply to the article in the upcoming Advocate.

Review of Author Program

The reading by Alice Hoffman was a great success, drawing about 130 people who enjoyed her selections and especially her answers to the many questions afterward. Ms. Deal thanked board members for their help with the program.

The next author program will be Linda Barnes in November. Ms. Muldoon pointed out that the board should start thinking about whom to ask for next spring.

Evaluation of FY 98 Trustee Goals and Objectives

The board discussed the goals and objectives. Ms. Deal asked about the "final stages of the building project," and Ms. Loud reported that these are proceeding well, with only the few minor hitches to be expected. Ms. Deal asked whether a mailing would help in attracting more Friends; Ms. Muldoon suggested a Junior Friends group, which has been successful at the Rockport Library, and said she would ask them how they started and manage theirs. Ms. Loud suggested that the Friends might have sub-committes involving people in specific areas, which could be less intimidating than being a Friend in all activities.

FY 99 Goals will be on the agenda for the next meeting, and the Board should be thinking about whether and what changes might be made.

Appointment of Nominating Committee

Ms. Deal has asked Ms. Lawrence and Ms. Radiocha to serve on the nominating committee to allot the five board positions to the six members.

Other

Ms. Deal asked about the summer program "Unlock the Mystery-Read" and wondered whether we could build a fund-raiser around it. The possibility of an acted adult mystery game was discussed; Ms. Diminture is familiar with one and will find out what organizations run them.

Demonstration of DRA WEB, Internet, etc. and Adjournment

At 9:00 p.m. the meeting adjourned to the computers on the first floor, where Ms. Loud and Ms. Diminture demonstrated the new DRA WEB, Internet, etc.

The next meeting of the board will be on Tuesday, June 16, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
April 14, 1998

Call to Order

Vice-Chairman Patricia Deal called the meeting to order at 7:40 p.m. Attending were trustees Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radiocha. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Chairman Frank Donnelly and trustee David Castiglioni were absent.

Approval of Minutes

The minutes of the March meeting were read and approved.

Communications

Marianne Uttam and Osee Mallio submitted a report on their attendance at the PLA Conference in March.

Ms. Muldoon announced that the library had received an additional $300 from the appeal letters the trustees sent out.

Ms. Loud brought the board up to date on Mr. Donnelly"s hospitalization.

Director's Report

The board reviewed the March 1998 report of the Director and discussed various points, including the personnel changes. Ms. Diminture reported on the progress of the network update, which is taking a good deal of staff time but coming along well.

The Children's Services staff requested that the board review the policy on advance sign-up for workshops that fill up fast because of limited size. Approximately 10% of those who sign up do not attend even with reminder telephone calls. Private day care providers are requesting 50% of the spaces, which will deprive other patrons of the opportunity to attend. The board sympathizes with these problems and discussed various possibilities, finally suggesting that 2/3 of the spaces be reserved for the general public until a few days before the program and that a small amount of over-booking be tried.

Ms. Loud asked us to sign new purchase orders for the replacement of the oak paperback-display cases which turned out not to match those already in the library, and for signs and shelving racks. She reported also that the town manager wants to see samples of the prefabricated book drops before agreeing to them but may consider them viable in view of the cost of building book drops to order.

A number of patrons have requested that videos be loaned longer than two days. The board agreed that the library should try week-long loans.

Evaluation of Trust Fund Expenditures

Ms. Muldoon went over the figures with the board. The expenditures listed are for the past nine months. Most of the unspent money is in categories where the bulk of the budgeted money is necessarily spent at a date that happens to fall toward the end of the fiscal year.

Particular changes and additions:

A good deal of the "Public Relations" section needs to be re-done. Additions will be made under "Author Program": several trustees have been late asking reimbursements for their expenditures.

The Farmer-Author program should be listed at $2000 (not $3000).

The Robbins Print "Personnel" figure is legitimately $1718 because of the $550 voted by the board in March.

Ms. Loud read Mr. Castiglioni's report listing a balance of $5,664 in the Russell Fund. She had a question from Judy Paradis, who is making plans for summer programs and expects to submit bills for them in May and June before next year's budget is voted. The board agreed to fund the programs at the same level as this year as it expects $30,000 to be available again in the Russell Fund.

Author Program

Ms. Loud reported that Bob McCullough, Arlington resident and author of *My Greatest Day in Baseball* called to request a time to sign and sell copies of his book at the library. Ms. Loud suggested that he speak or give a reading, which he agreed to do. He will also do the press release and arrange any refreshments he wants.

Alice Hoffman, coming at the end of the month, now has her latest book on the best seller list. Both Judy Paradis and Ms. Loud have sent confirming letters to her publisher and are expecting her to appear as promised. Ms. Loud has ordered the books to sell. Ms. Loud has also reserved the Town Hall as a backup in case there is an overflow audience. The board agreed that we should wait until 7:15 (or until the crowd looks too big for the community room) to move the audience over as the Town Hall will swallow a small audience. We also agreed to pay the custodial fee for that evening, which is required whether we decide to move over or not.

Ms. Hoffman will not collect a fee herself but is asking that we donate a reasonable sum to a literary organization. After some discussion, Mr. McKersie moved that we pay $500 to the Eastern Massachusetts Literary Council (seconded, approved.)

Art Restoration

The committee found potential locations for most of the works on the list. Ms. Loud reported that the Bakker Gallery has agreed to update the 1991 appraisal, with special in-depth attention to the Renoir and Picasso prints, for $300. The board approved this. The Harvard Museum gave estimates on some of the cleaning of statuary: (Apollo $370, the Woman $370, Winfield Robbins $540, the relief of an Unknown Woman $450, and Madonna and Child $450-900), but said the work could not be done before September. The board wants to see the appraisal updates before spending money cleaning the statues, as there is no point in spending more than a statue is worth.

Ms. Loud said that she will recommend a list of priorities for spending the Fund money on furniture, signage, and art objects. Mr. McKersie suggested that she put out those works that do not need cleaning or repair and get the estimates updated; then we would make priorities according to the budget.

Ms. Loud showed us the frames, which are badly in need of repair, for the portraits of Maria and Eli Robbins, and said that Yanni Makridis can patch and gild them for $600. Ms.

from the Robbins Print Fund.

Muldoon moved that the money be spent (seconded, approved)*. The Cohen picture, which is to hang on the spiral stair wall, needs glass; the board approved that expenditure.

Updated Materials Selection Policy

The policy has been updated to include additional materials like CD-ROMs, to change the young adult age from 12 to 11, and, in the children's section, to reflect that the library does now purchase materials to assist with homework assignments, and a few other slight changes in wording. Ms. Radochia moved that the board accept the changes in the policy (seconded, approved).

The meeting adjourned at 9:33.

The next meeting of the board will be on Tuesday, May 12, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence, secretary

– after approval – mail
to TM, etc. ok.

approved + mailed
4/27

Robbins Library Board of Trustees
Meeting
March 10, 1998

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:32 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radiocha. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Patricia Deal was absent.

Approval of Minutes

The minutes of the February meeting were read and approved.

Communications

Ms. Loud reported that Eva Balazs has agreed to have the poster entries for the art competition collected elsewhere than at the library, as the competition is not a library-sponsored project.

Judy Paradis wrote further about plans for the Planet Earth Fair. She requested the help of Kathy Francis of the Circulation Department on that day, for which the board approved the payment of $100-$140 from the Russell Fund. Ms. Paradis would also appreciate volunteer help. Any board members able to give some time between 10:00 and 2:00 should call Ms. Paradis.

The Child Care Resource Center, a non-profit organization based in Cambridge, requested permission to put up an information table at the sing-along on Tuesday, March 31, to distribute their child-care literature to the toddlers' parents. After some discussion, the board decided to discourage this precedent. Mr. McKersie moved that Ms. Loud indicate her willingness to accept the literature and put it out where possible (seconded, approved).

Community Time

No representatives of the community were present at the meeting.

Director's Report

In response to a question about patrons who sign up for an event then don't show up, Ms. Loud said sometimes they don't come even after being telephoned and saying they plan to. Several suggestions were offered, possibly including some form of a "black list" for repeaters.

Ms. Muldoon asked about the "First Climber" and other expensive toys in the children's room. She is chiefly concerned about the safety of a climbing apparatus. Ms. Loud said she would check.

Ms. Loud reported details of certain young-adult-services and upgrade bills the board had approved, and passed the bills around to be signed.

Telecommunications Upgrade (reported by Ms. Diminture)

The Minuteman Library Network is upgrading telecommunications to a TCP/IP environment with routers and hubs and new data Circuits at the Robbins and Fox libraries. The upgrade will allow the addition of six new work stations (four in the reference room, one in the children's room, and one in the Fox branch) as well as the replacement of six existing dumb terminals with full PC's. The new telecom protocol will provide access to graphical Internet as well as web versions of the MLN catalog and periodical databases. Machines will have physical drive locks as well as lockdown software to disable certain features of Windows 95 and Netscape (the graphical Internet browser).

New cabling is scheduled to be installed on March 18th. The remainder of the telecom equipment will be installed on April 7th. This will result in several hours of down times. During the following two weeks, all PCs will be installed and properly configured.

Mr. McKersie asked about technical assistance once the new system is in place. Ms. Diminture said we have part-time assistance and the town can give us some help. Mr. Castiglioni asked about funds for the necessary maintenance of all the new equipment. Ms. Loud replied that the town realizes they will have to budget for this through their data processing. Someone has suggested that a full-time specialist might be needed for the town, or perhaps one to share with another town.

Mr. McKersie then asked how much information has been publicized about the new installations and agreed that it was better to downplay the news until the systems are up and running.

Author's Program

Ms. Loud outlined how the Alice Hoffman program will run, who is in charge of what, and asked the board's opinion on charging for books. We will get a 40% discount on the books and pay 8% shipping costs; returns will be allowed. After some discussion, the board suggested that we give the public half the discount, if only because we don't want to charge more than Royal. There was some discussion of what books to order; Ms. Muldoon will get advice from her daughter who has read most of them.

Fundraising

Ms. Loud is ready to send out fundraising letters to the next tier of donors and asked for help as before from Ms. Lawrence and Ms. Deal. Ms. Deal was absent; Ms. Lawrence agreed to come in.

Mr. Castiglioni asked whether anyone accepted the suggestion to make a donation to the library part of their will.

Other

Ms. Loud recommended two additions to the library rules:

> No one should interfere with another person's right to use the library or with the library staff's performance of their duties.
>
> No one should enter areas posted "Staff Only" without permission.

The additions seem necessary because of problems with an unbalanced individual who, having been ousted from the Cambridge libraries, has been causing a nuisance in Robbins. Though he has done nothing illegal, he frightened some teenagers and the staff had to call the police to remove him. Mr. McKersie moved to make the additions to the rules (seconded, approved).

Ms. Loud reported that Nancy Gentile had completed 44 budget hours on the first phase of the work on the Robbins Print Collection but needs 15 more hours to finish the phase, and she will need 20 more preservation boxes. Mr. Castiglioni moved the money for those hours and the boxes be allotted from the Robbins Print Fund (seconded, approved).

The board discussed the letter from the staff to the Arlington Municipal Workers Union about the missing holiday for the Friday after Thanksgiving, which we felt was a justifiable complaint. Ms. Loud reminded the board that collective barganing issues are solely under the jurisdiction of the board of trustees.

Art Objects

At 9:00 p.m. the meeting adjourned to Ms. Loud's office to review the art objects she has moved there from storage at the high school. She has appraisals for the objects, and needs to know which objects the board considers worth restoring or cleaning in order to place in the library or other buildings. Although some of the works were destined for various places in the new library once the building was completed, a number of changes were made in the plans and very little of the space is left. The board expressed various opinions on the works and on policy: Can we afford to keep and insure expensive objects? Are we obliged to keep everything that has been given? In what town buildings can we put these works? Which prints were bought with the Robbins funds and would therefore require permission from the Town Meeting to sell? Where do we store works that we cannot place? etc. Ms. Muldoon and Ms. Lawrence agreed to do a beginning survey of possible places in the library for the works.

The meeting adjourned at 9:45 p.m.

The next meeting of the board will be on Tuesday, April 14, at 7:30 p.m.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
February 10, 1998

Call to Order

At 8 p.m. Chairman Frank Donnelly called the meeting to order. Attending were trustees Patricia Deal, Robert McKersie, and Joyce Radochia. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture. Absent from the meeting were trustees David Castiglioni, Kathy Lawrence, and Barbara Muldoon.

Approval of Minutes

The minutes of the regular board meeting on January 13 were read and approved (Mr. McKersie/Ms. Deal).

The minutes of the special meeting of the board on January 20 were read and approved (Ms. Radochia/Ms. Deal).

Communications

Ms. Eva Balazs, the family therapist/author/musician whose program was held at Robbins on February 8 is sponsoring an art competition with a Treasure Island/Spy Pond theme in which contestants will submit a poster of their own creation. The winning poster will be reproduced and sold, the proceeds from its sale going to local (unnamed) environmental protection groups. Ms. Balazs distributed a few of the flyers to people attending her book talk/musical performance, and she expressed her intention to handle the publicity for the contest. In her promotional material she named Robbins Library as the collection point for the contest entries. Since the contest is not a library-sponsored activity, as Ms. Deal pointed out, the board recommended that Ms. Loud ask Ms. Balazs if she could arrange for a different collection site. If this is not possible since some materials have already been distributed, we shall hold aside for Ms. Balazs any posters that come in.

The board read a memo from Judi Paradis, the program coordinator for the Russell Fund describing the plans for the Planet Earth Fair being held on March 21. Attached to the memo was a shopping list

for the fair, itemizing food and materials to be purchased for the event. Ms. Paradis asked if any trustees would be interested in volunteering that day, as extra help is always welcome.

Community Time

No representatives of the community were present at the meeting.

Director's Report

In response to trustees' questions and remarks, Ms. Loud went over some of the highlights of the January 1998 Director's Report. The library is getting ready for graphical internet, with the assistance and participation of Media One and the Minuteman Library Network.

An ongoing problem is the difficulty in keeping up with re-shelving books, CD's, videos, and other library materials.

Network transfers and interlibrary loans put heavy demands on staff time. At the MLN meeting participating libraries will receive a reminder to try to distribute their requests for materials more evenly. Cambridge, Lexington, Brookline, and Newton are all major borrowers of Arlington materials. The fact that Arlington is presently and will undoubtedly continue to be a major supplier of library materials to other communities is an important point to remember when assessing workloads and library staffing requirements.

FY99 Budget Update

Ms. Loud reported to the board on the recent meeting about the budget with the Town Manager, The Board of Selectmen, and department heads. Selectman Lyons asked Ms. Loud if the library would need fewer periodical subscriptions due to the availability of periodical information on the library's online data bases. Although Ms. Loud said that she is giving this some thought, she noted that people like to take magazines home, not just read single articles.

Mr. McKersie suggested the possibility of a month-long pilot program for Saturday openings in the summer. Ms. Loud stated that she would firmly oppose Saturday openings this summer, considering the fact that the library, with the addition in the new fiscal year of one part-time position when we need at least two additional full time

positions, will continue to be understaffed. On the subject of summer openings, the Town Manager has indicated to Ms. Loud that it is not a high priority for him. Further, the Town Manager stated that if the trustees wish a trial project this summer, then trust funds should be used to fund it. Also, the trustees should be prepared to continue to fund summer Saturday hours in the summer of 1999, since library patrons may expect this to be an ongoing service. A discussion ensued, with no support from the trustees for Mr. McKersie's proposal at this time. Ms. Deal expressed her concern that since trustees serve an advisory function to the Library Director, we must be careful not to cross over the line into management areas.

Chairman Donnelly said that our Finance Committee representative, Bob Scoppetulo, was pleased to report that the library budget went through as recommended by the town manager.

Ms. Deal asked if there were an approach to funding more staff that took a more long-range-planning approach, as understaffing remains a continuing problem.

Fundraising

Ms. Loud reported that money raised through our recent fundraising letter would be spent on videocassettes, books on tape, children's books, and adult books, with some funds earmarked for particular types.

Fortunately for Ms. Loud and the library, her new part-time secretary, Theresa Dooley, will start on March 2.

Trustees considered expanding the fundraising mailing to the next tier of building project donors. Trustees volunteered to assist in these mailings.

Author Program

A tentative date of Wednesday, February 25 at 7 p.m. is set for a meeting of the author program subcommittee. Lynette Benton, Wendy Watson, and Susan Webber will be contacted to see if they are still interested in participating. Alice Hoffman will be speaking at the library on Tuesday evening, April 28. At the subcommittee meeting publicity needs for the program as well as logistical details (refreshments, supplies, etc.) will be on the agenda. For the fall

program, mystery author Linda Barnes has agreed to speak on Sunday, November 8.

Trustees reviewed Ms. Loud's draft of a policy on author programs. The policy states the board's intention to sponsor two author programs, annually, one an author of national reputation, and the other an author from Arlington or a surrounding community. The board will select these authors and offer stipends only to those authors (except under unusual circumstances.) Additional requests coming from local authors will be referred for approval to the Author Program subcommittee. If these authors wish to serve refreshments, they are expected to provide them.

Furniture Requests

Ms. Loud explained plans for the new Young Adult area, illustrated by drawings of the proposed re-configured and furnished area, and asked for board approval of the purchase of four computer tables, and other furniture. Ms. Deal moved (Mr. McKersie seconded the motion) that an amount not to exceed $10,000 be approved for the purchase of computer tables, and an amount not to exceed $5,000 be approved for young adult furniture. The board approved the motion.

A motion by Ms. Deal (Ms. Radochia seconded the motion) to purchase a newspaper rack for the amount of $589.95 was approved.

Art Objects

To help in making decisions about the disposition of art objects that are still in storage at the high school, Ms. Loud will go there with Patsy Kraemer to take pictures.

Adjournment

The board moved to adjourn at 9:50 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Special Meeting
January 20, 1998

The trustees held a special meeting to go over the proposed FY 99 Budget with Bob Scopputtuolo of the town Finance Committee. Chairman Frank Donnelly called the meeting to order at 7:34 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Robert McKersie was absent.

Mr. Scopputtuolo told the trustees that because of several snowstorms already this season and the consequent snow-plowing, the town budget is tight; there is not much flexibility for extra expenses.

A line-by-line discussion of the FY 99 budget followed. Mr. Scopputtuolo wanted to know how much state aid was used for which items; Ms. Loud explained that state aid is used for the Minuteman network, opening the library on Sundays, library materials, and emergencies. She gave him the figures for these items.

The biggest discrepancies between requests and the Town Manager's recommendations is in the amounts for recordings and films. The trustees pointed out that they are helping to narrow the gap somewhat with fundraising but will not be able to meet the requested amounts.

Ms. Loud reviewed the increases requested in salaries and noted that these included step raises, overtime, an Adult Services Librarian, and a Senior Library Assistant. She reported that the Town Manager's recommendation funded the step raises, overtime, and an increase in hours of a part-time librarian to full-time to provide additional young adult services.

It was the consensus of the Director and Trustees that the recommended budget was satisfactory.

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Katharine Lawrence, secretary

Copies sent to
TM
Fox
Posting
Watson

need filing

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It was the consensus of the Director and Trustees that the recommended budget was satisfactory.

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
January 13, 1998

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:43 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture.

Approval of Minutes

The minutes of the December meeting were read and approved.

Communications

Ms. Loud reported that Bob Scopputtuolo had called the previous afternoon and wants to come with Johanna Gurland to discuss the budget to go to the finance committee. Ms. Loud asked him if a separate meeting would be acceptable to him since the agenda was so full. He agreed and came simply to set up a time for the discussion: we will meet with them on Tuesday, January 20, at 7:30.

The Arlington High School Community Service Class wants to put a box in the library lobby the week of January 20 to collect underwear and socks for the Pine Street Inn. The board agreed to allow this.

Ms. Loud brought up a matter of policy she would like reaffirmed: that of no eating or drinking in the library. A woman wanted to bring a large cup of coffee into the library to keep with her while she worked. After considerable argument with the staff and Ms. Loud, she called Mr. Donnelly, who said he would bring it before the board and call her back. Ms. Lawrence moved the policy be reaffirmed (seconded, approved).

Community Time

No representatives of the community were present.

Director's Report

The board read and discussed the director's report. Mr. Castiglioni asked whether the Russell Fund children's programs had been well attended over the school vacation. Ms. Loud replied that they had, especially the Shirim Klezmer Orchestra, which was standing room only. Ms. Deal asked that the trustees regularly be sent the brochure of upcoming programs.

The board asked about the stalker problem. It is being monitored, with the help of the police, but nothing specific can be done unless the man does more than simply stare at patrons.

Ms. Muldoon asked about the young adult area; the staff is still working on it.

Ms. Muldoon moved to accept the report (seconded, approved).

Copies made for + sent to

T.M.
Posting
FoF
Friends

need filing

Addendum: Media One will give the library an internet graphics connection (to be set up this month) that is expected to be faster than the Minuteman connection, which will be available in April.

FY 99 Budget Update

Ms. Loud went over the Budget Worksheet with the board, pointing out that our requests had largely been accepted by the Town Manager. The increases requested for repairs and maintenance of the building, equipment and furniture were accepted since it was necessary last year to use state aid to fund the deficit. The amounts requested for dues, vehicular supplies, bindery, cleaning and sanitary supplies, and other purchased services were accepted. The increase requested for utilities was not approved since the town feels the costs will go down; if not, Ms. Loud can apply for a transfer from the reserve fund. The entire amount requested for microfilming and books and subscriptions was not funded, but these categories did receive substantial increases. The increases requested for office supplies, recordings, videocassettes were not accepted and were funded at the FY 98 level. On the whole, Ms. Loud is content with the results.

Personnel: The Town Manager did not agree to the two new full-time positions of Adult Services Librarian and Senior Library Assistant. However, he did agree to increase a part-time librarian position to full-time to provide additional services to young adults. We did not get the requested increase in page hours; but the increase in overtime for weekend custodial services and moonlighters was approved. Ms. Loud was pleased with the increase in hours for young adult services and overtime.

Mr. McKersie brought up the question of the Saturday-Sunday summer opening, and there was some discussion. Ms. Loud will update her comparison with other libraries, but believes about half of them are able to open. But even if we had the funding, she said, the problem is finding staff willing to work summer weekends.

Ms. Loud is doing a study of interlibrary loans: she wonders if we are getting more requests for books than other libraries simply because Arlington is first alphabetically.

Fundraising Update

The end-of-year letter produced good results. Ms. Loud recommends that the bulk of the money received go into video cassettes. She would like to work on the form used for acknowledgements and asked members of the board to bring in any samples they have from other organizations. Ms. Lawrence agreed to try to rewrite the Christmas "bookmark" to be used for other occasions.

Author Programs

Update from Judy Paradis: Anna Quindlen's agent wants $17,500, which is beyond our budget limits. Mary Higgins Clark has still not responded. Mary Gordon cannot do it. Alice Hoffman's publisher said she would be interested either Tuesday, April 28 or Tuesday, May 5, but forgot to ask her how much she charged. Elizabeth McCracken said she would come in May for a reasonable price. The board decided that Ms. Paradis should ask Ms. Hoffman first (if she will do it for under $1500), then Ms. Barnes for this spring, Ms. McCracken for next fall.

Eva Balazs found out that the board provided refreshments for Gary Goshgarian and wants us to do it for her, though her original request included her providing them. The board agreed to do so, keeping them simple, within $20-30. As we may have several local authors requesting to do readings, we probably need to define a policy as to how often we have them and under what conditions. The board discussed several ideas.

Patricia Giff, scheduled to speak in the elementary schools this coming Friday will probably be snowed out; so Ms. Paradis requests that the board approve a second funding for travel and lodging if necessary for a second trip. The board agreed.

Reports of Trust Fund Liaisons

Ms. Muldoon pointed out that a large amount of the money designated for the fiscal year has not yet been spent. Ms. Loud said that the summer books cannot be ordered until the library has the school lists, which is generally late in the spring. The Young Adult pamphlet will probably be postponed as there won't be time this year to do it. Staff concentrate on spending the municipal budget first for videocassettes and then the trust funds to insure new selections throughout the year. Summer reading club supplies are not ordered until late spring. Several of the materials for Fox are on order. The invoice for the fundraising brochure has not yet been received. Two staff are attending PLA in March, so staff development funds will be completely spent by the end of the fiscal year.

(Under "Restricted") The Farmer-author program should be budgeted at $3000, the other $1000 listed as General. The purchase of wreaths should be $110, coming from the Symmes Fund, which is for "the beautification of the building and grounds." Ms. Loud suggested that the fund be listed in this group with the other restricted funds. Finally, "Circulating prints and bags" should be listed as $4000.

Ms. Muldoon suggested that we look again at this budget in April.

Ms. Loud asked whether videos should be bought first from the trust funds or the fundraising; the board agreed that she should start with fundraising to show that we need and are using them. Ms. Muldoon requested an accounting of them.

Mr. Castiglioni reviewed the budget of the Russell Rund, warning that the library needed to be careful spending on programs and performers as those amounts are close to being spent down. Ms. Loud said that performers at the fair should have been charged to the fair budget, which would help.

Mid-Year Evaluation of Trustee and Administration Goals

Ms. Loud reviewed the items on the evaluation, most of which are still being worked on. A question was raised about the first objective under Goal IV, to "increase the effectiveness of the volunteer program." Ms. Diminture said that what the library really needs is a volunteer head of volunteers, a job that would require about 10 hours of work a week recruiting and scheduling volunteers.

Art Works

Ms. Loud is concerned over item #67, the marble bust that may be of Winfield Robbins. She said it should be in the library and may need some restoration. The Symmes Fund

could be used for this and for a few others. She will look over the art and consider which pieces might be used in the Robbins House or even the Town Hall.

Furniture

The library has had to order different security enclosures for the CD ROM computers; those previously ordered are not suitable. Ms. Loud asked that trustees sign the invoices for the new ones.

Other

Ms. Loud said that she made a few changes in sentence order and wording of the Annual Report, mostly to give it a more positive tone.

Ms. Deal suggested that a letter of thanks be written to the Friends of the Library for their annual gifts to the library.

Adjournment

Ms. Lawrence moved to adjourn at 10:03 (seconded, approved).

The board will meet with Mr. Scopputtuolo next Tuesday, January 20 at 7:30. The regular meeting will be on Tuesday, February 10, at 7:30.

Respectfully submitted,

Katharine Lawrence, secretary

file

Robbins Library Board of Trustees
Meeting
December 9, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:31 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture.

Approval of Minutes

The minutes of the November meeting were read; Ms. Radochia moved acceptance (seconded, approved).

Communications

Ms. Muldoon asked whether the Friends had begun displaying their rental book collection and where it would be. Ms. Loud said it had not yet started but would be in the front lobby, clearly marked.

Mr. Donnelly read a thank-you note from the staff for the holiday party.

Ms. Loud announced that Fay Sherwood, her secretary, will retire the second week in January. Because of salary due her for combined vacation and sick leave, she will not be replaced until the middle of March.

Eva Balazs' reading from *Spy Pond Stories* has been moved from February 1st to the 8th.

Community Time

No representatives of the community were present.

Director's Report

Ms. Loud gave the board copies of her November director's report. The board read and approved it.

Fundraising Update

The letters have been printed, the database made, and the envelopes addressed. (Members of the board stayed on after the meeting to write personal notes on letters to people they knew.)

Author Program Update

Judy Paradis reports that neither Anna Quindlen nor Mary Gordon has yet answered her request to speak, but Alice Hoffman's publisher has said there was a possibility that Ms. Hoffman might be able to; he will contact us. Ms. Paradis will now try to e-mail the others. Ms. Loud said that Mary Higgins Clark will be the commencement speaker at Regis College, and she will ask Ms. Paradis to find out if Ms. Clark might combine the two engagements. The board agreed that if we had no word from the others by the first week in January, Ms. Paradis should ask Linda Barnes for March 29, April 5, or April 26 (in that order).

1997 Annual Report

The board read the Annual Report as written by the director and requested several minor changes, mostly in wording:

Mr. McKersie asked that it show *percentages* in circulation increase as other figures are given in percentages.

Ms. Muldoon suggested varying the wording of the adult-services (second) paragraph, using *the public* or *patrons* instead of repeating *citizens*. She also suggested mention of the optilec machine with acquisitions in the first paragraph, the library's co-hosting of the Cyrus Dallis installation ceremonies, and the library loan of prints to Robbins House.

Ms. Muldoon questioned the amount of detail in the paragraphs about the Russell Fund; they seem unbalanced in relation to reports of other activities. Ms. Loud will cut some of the detail in the paragraph about performances.

Mr. Castiglioni suggested that the sentence about children and new parents *receiving* introduction packets should be reworded to say, instead, that the library *distributed* the packets.

Mr. McKersie suggested a separate sentence be added about behavioral problems with the students.

Mr. McKersie asked whether the print collection should be mentioned; the board decided to wait till more was actually accomplished on the collection. He also wondered whether the paragraph about the Fox library shouldn't be longer, but the board decided not to lengthen the report. Mr. McKersie gave Ms. Loud other changes in writing.

The board requested that the amount of money raised by the Friends of the Library be reported under Donations.

Author Program in Schools

The board read a memo from Judy Paradis saying that grades 3 and 4 are thrilled that Patricia Giff is coming to speak to them and requesting additional funds to provide for her travel, overnight stay, and some afternoon busing of the children to the school where she will be speaking. Mr. McKersie suggested that the schools make a video of Ms. Giff's talks if she allows it so that other grades might view them. Ms. Deal moved that the board approve the additional funds requested by Ms. Paradis, expected to be about $1800 plus lodging and travel expenses (seconded and approved).

Other

Ms. Loud has requests from several speakers and performers for a microphone system for the community room. She has in the past borrowed one from the school department, but occasionally that is unavailable. The board approved her purchase of a simple microphone system from the fundraising money.

Mr. Castiglioni had questions about two of the programs the board was asked to approve paying for: the invoices were unclear as to what the programs were. Ms. Loud and Ms. Diminture clarified these. He also questioned paying the total for the aquarium tidal pool before delivery; we agreed that it should be paid, as usual, on a 50-50 basis.

Adjournment

Ms. Lawrence moved to adjourn at 9:09 (seconded, approved).

The board will meet on Tuesday, January 13th at 7:30.

Respectfully submitted,

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
November 20, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:40 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Patricia Deal was absent.

Approval of Minutes

The minutes of the October meeting were read; Ms. Radochia moved acceptance (seconded and approved).

Communications

Ms. Loud reported that Eva Balazs, author of *Spy Pond Stories*, is having the third edition published and would like to do a reading on Sunday, February 1st. She will make arrangements and provide other refreshments if the library will provide coffee and assist her with publicity. The board approved.

Community Time

No representatives of the community were present.

Director's Report

Ms. Loud gave the board copies of her October director's report. Items discussed:

(Under "Problems") Mr. Donnelly asked why only one school has taken advantage of the orientation offer. Ms. Loud thinks it's probably a scheduling problem; teachers are pressed for time anyway, and it's difficult to find a time many could attend outside school hours. There is also a parking difficulty.

The cost of the two needed CPU security enclosures is $389.90. Ms. Radochia moved that we purchase them through the fundraising account (seconded and approved).

Mr. Castiglioni asked whether behavior in the library has improved. Ms. Loud reported a minor incident today, but said that on the whole things have been quieter.

Additional items:

Ms. Loud gave the board the figures for new signs for the reading room entrance, the rest rooms, the community room, the children's room (coming from the community room), and the study rooms, and clarification of the signs for the 2nd and 3rd floors; totaling $1,604. She also said that the plaque in the community room honoring Dorothy Green may have the wrong middle initial, and requested that we have an alternate made for approximately $150. Ms. Lawrence moved that the library make these purchases (seconded and approved).

Ms. Loud showed the board the beautifully restored Longpré lilac print. The frame and mat with the special protective glass, which we agreed it should have, will come to $437. Ms. Muldoon moved that the money be spent from the Robbins Print Fund (seconded and approved).

Ms. Loud recommended that Judy Paradis be given a raise in consideration of the work she does (she has not had one in her two years). After some discussion of payment for part-time work and consultant fees, Mr. McKersie moved that we raise her salary by 6% (seconded and approved with one abstaining vote).

Ms. Loud requested permission to use staff development money for personnel substitutions when regular staff go to conferences. The board agreed that she should do so.

The Christmas "bookmarks" will be distributed with circulating books beginning the day after Thanksgiving. Ms. Diminture will create a certificate for donors to give honorees.

Ms. Loud is concerned about the safety of the art work and statues now being stored at the high school. She would like to find room to store them in the library or exhibit them..

The board reviewed the FY 97 Cumulative Circulation Statistics. Circulation of periodicals and the record collection are down, probably because of the use of computers (periodicals) and tape or CD players (record collection).

Ms. Loud circulated a proposed change in the wording of the meeting room policy to give town officials priority use of the meeting rooms. The trustees feel that the need of other organizations (which use the room about 80% of the time) to be accommodated without the fear of last-minute changes in time or place is important. Mr. McKersie moved acceptance of the new wording (seconded and approved). The change is as follows (changes in bold):

> Use of the meeting rooms for library or **official town** purposes will take precedence over all other reservations. The library reserves the right to transfer a group or organization to another area or to cancel a reservation if necessary. If the library cancels a reservation, every effort will be made to provide as much advance notice as possible.
>
> The Conference Room is only available during hours the library is open to the public and must be vacated by 8:30 p.m. Monday through Thursday and by 4:30 p.m. on Friday, Saturday and Sunday. **Priority is given to the library and town officials for use of this room. The library reserves the right to transfer a group or organization to another area or to cancel a reservation if necessary.**

FY 99 Budget Request

Ms. Loud explained several matters on the requested budget increases. There was considerable discussion of subjects under "Personnel," centering on the extreme difficulty of finding people to work on weekends:

As the library has not been able to find a custodian for the weekends, we are at present paying the town hall custodian time-and-a-half for those hours. Thus the budgeted amount is no longer enough.

Although many citizens understandably want the library open Saturdays in the summer, the present library staff is already greatly over-extended because of other needs that have not been met for the 2nd, 3rd, 4th, and 5th items under "Personnel." The staff cannot further extend to covering Saturday hours, which would be necessary on a supervisory basis even if other outside personnel could be found to help. Mr. McKersie

moved that the items listed under "Personnel" be considered listed on a basis of priority, so that "Saturdays in the Summer" might be funded if the items for higher priority were. The board seconded and approved the priority listing.

Under "Expenses," increases are requested for utilities, building maintenance, and equipment repairs. Ms. Loud pointed out, however, that by law at least 13% of the budget must be spent on materials, so that if other expenses go up, this figure will have to be raised as well.

Mr. McKersie moved that the budget be approved as submitted (seconded and approved).

Internet Policy

Ms. Loud submitted her preliminary draft for an Internet Policy, which was received enthusiastically by the board. She commented that in a workout with filtering at the Medway Public Library, she and Ms. Diminture were disturbed to find that areas filtered out were simply marked "access denied," with various names and sites listed, so that children could get them on another computer! They felt that students determined to get at these sites could do so; but children would not stumble on them inadvertently – which is probably all we can ask. She is still working on the "Terms and Conditions" section, which the staff will need to have available as reference in case of questions or disputes. Mr. Castiglioni still has a number of concerns about enforcement of the terms and will work on these. Ms. Radochia moved that the statement be approved and taken to the Town Manager for review (seconded and approved).

Fundraising Letter Approval

A fundraising letter written shortly before the meeting from an outline by Ms. Deal and further suggestions from several board members was submitted and approved. Ms. Diminture is making a data base for it; Ms. Deal and Ms. Lawrence have volunteered to help type in names and addresses; and Mr. Donnelly will sign it. The board agreed that the letter should go to previous donors of $250 and above.

Mr. McKersie said his wife had suggested that we circulate the gift-book idea among senior citizens. The board agreed that we should have a "bookmark" or slip of some kind that suggests gift books for birthdays, anniversaries, memorials, etc.

Author Program

Those who attended thought Gary Goshgarian's talk was very enjoyable. Mr.McKersie asked if there was some way we can in future avoid conflicts with other popular events, such as there was this time with the Arlington Symphony Orchestra. Unfortunately there does not seem to be a community calendar, though the idea comes up all the time.

Judy Paradis reports that Linda Barnes will come for $1000. The board questioned whether she is enough of a national figure to meet our plan for one local (Goshgarian) and one nationally known speaker each year. We decided Ms. Paradis should keep trying (1) Anna Quindlen, (2) Mary Gordon, and (3) Alice Hoffman, then speak to Ms. Deal (who had reservations) before calling Ms. Barnes back.

Discussion of 1997 Annual Report Outline

Ms. Loud submitted an outline for her report to the town, asking that we look it over and let her know if we have changes or additions we would like made.

Adjournment

Ms. Lawrence moved to adjourn at 10:03 (seconded, approved).

The board will meet on Tuesday, December 9th at 7:30.

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, secretary

Robbins Library Board of Trustees
Meeting
October 14, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:36 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, and Barbara Muldoon. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Joyce Radochia was absent.

Approval of Minutes

The minutes of the September meeting were read and approved, except that the date and time of the next meeting should have been included. Mr. McKersie moved acceptance (seconded and approved).

Communications

Judy Paradis and Jim Flahive both expressed their appreciation for Mr. Donnelly's letters of thanks.

Mary Araproff has requested permission to present her program of Russian songs, tales, and slides in the library on Sunday, November 16. She is applying to the Arts Lottery for an $800 grant to do this and would like Ms. Loud to write a letter supporting her application. The board approved.

Community Time

No representatives of the community were present (but see below for Susan Webber's discussion of fund-raising).

Director's Report

Ms. Loud gave the board copies of her September Director's Report. Items discussed:

> It has been necessary to schedule several librarians from the Robbins Library staff every Sunday on an overtime basis because it has proven impossible to find other librarians willing to work Sundays.
>
> The director is considering instituting a rental-book collection to alleviate the problem of books in high demand (e.g. *Angela's Ashes,* for which there are eight copies but 80 people on the waiting list). She will ask the Friends if they would be willing to fund the initial cost of a few such books, after which rental fees would support the program. With such a collection, patrons could choose whether to be put on a long waiting list or pay the rental fee for a book they could get sooner.

Author Program

Posters advertising Gary Goshgarian's talk have been distributed in the library and other key places in town. Hand-outs are available. Ms. Loud will talk to the *Advocate* about two releases in the next two weeks. Ms. Deal will organize refreshments for that afternoon. Ms. Muldoon suggested that we might have a non-circulating copy of one of Mr.

Goshgarian's books for people to look at before the program. Ms. Loud will consider at least having the book jacket out.

Concerning future programs: Judy Paradis reports that Doris Kearns Goodwin is unable to come; Elizabeth McCracken has not yet returned her calls, but her latest book has had good reviews, and Ms. Loud and Ms. Diminture, who have heard her, say she is a very good speaker, amusing. Ms. Paradis is trying others. Ms. Loud asked her to add Sebastian Junger and James Carroll to the list. She wondered if we should keep asking Robert Parker, who expects to have a new Spencer novel *and* a new Jesse Stone novel out each year.

Mr. McKersie commented that we should have a woman author soon. The board agreed; we hope that Elizabeth McCracken will call back.

FY '99 Budget Preparation

Ms. Loud handed out copies of the Preliminary FY 98 Budget and Preliminary Review of Requests for FY99 Budget Increases; she requests that the board save them for future discussions. She explained both sheets and asked us to consider them carefully, especially in view of our priorities. We will have to make decisions at the November meeting. Ms. Muldoon asked that she bring the circulation figures to the next meeting.

Update on the Internet

Ms. Loud will go to the Medway Public Library to spend an hour with their filtered computer, to see what is and is not possible with filtering. It has been difficult to get advice from librarians in Massachusetts on filtering software as only two libraries in the Minuteman Library Network use it and only five libraries in the state. Two librarians using filtering software have stated that the filtering programs are not perfect but that staff can, when necessary, turn off the filtering software and request the vendor to allow sites to be retrieved. A children's librarian in New Hampshire who favored filtering software changed her opinion once she used it and did not install it because it excluded sites she wanted and sometimes allowed objectionable material to display.

Special Meeting with Susan Webber on Fund-Raising

Susan Webber, Executive Vice-President of Planned Parenthood, said she has always been interested in libraries; her father was deeply involved in the New Haven public library. She has been 14 years with Planned Parenthood, was originally not at all interested in fund-raising, but began to enjoy it when she understood that people take real pleasure in giving for specific purposes. This was her main theme in our subsequent discussion: If we will be *specific* in our requests, people will respond enthusiastically. But, she said, we must *make* the requests; people do not automatically assume that public libraries need money.

We discussed the difficulties in creating "an aura of need." Ms. Loud pointed out that the Arlington Library was in good shape, comparatively speaking: we have an excellent library with some generous funds to work with; and we want people to feel good about this. We agreed that we need to work from the point of view of *quality,* the quality of the collections, perhaps the quality of service. People like to improve good things – e.g. donate another copy of a popular book. We mustn't "cry wolf."

Ms. Deal asked Ms. Webber to address the question of *how* to raise the money, what kind of "vehicle" is appropriate, direct mail? events? Ms. Webber said that direct mail is excellent,

it really works. She asked about our mailing lists, suggested that we give people opportunities, for example at the authors programs, to sign up to be put on a mailing list. Asked whether we could approach again the donors who gave to the building fund, she said certainly, pointing out that we needed to be as specific as we were with that fund.

Concerning events, she suggested that we make use of National Library Week in the spring, possibly with a special drive to increase the collection by a particular number of books (e.g. 5000). Or it could be books and videos – they appeal to different people. Asked whether the end of the year was a good time to appeal, she said yes, definitely; some people and some organizations are actually looking for non-profit recipients then. If we can handle gifts of securities (Ms. Loud said we can, through the town), many people need to give that way, especially this year with the rises in stock values.

Other particular ideas:

Mr. Donnelly suggested promoting the gift book idea at Christmas; Ms. Lawrence will make a sample slip to be put in books taken out between now and then.

Ms. Webber suggested signs asking the public such questions as "Have you ever not been able to get the book you want? Perhaps you could donate another copy of a popular book."

Mr. McKersie suggested we think of the library's needs in "pieces": the children's room, the videos, etc. Several people said the books-on-tape section needs upgrading. Other areas mentioned were the large-print books, and reference books.

Ms. Webber said Planned Parenthood sends out a newsletter four times a year with donation envelopes, and a good many of the envelopes are returned with donations.

Ms. Webber suggested we go to local computer companies for donations in both hardware and software as well as other technical help. Her father would be willing to do some research on where we might look. Ms. Loud warned that the difficulty is that our computers must be compatible with the town's and to some extent others in the Minuteman Network. Ms. Webber agreed, but said companies were eager to make the technology more accessible to more people; it helps them. One organization she suggested is "Gifts in Kind."

Finally, Ms. Webber urged us to find a fund-raising chairperson, someone really responsible, who will take it on with energy and enthusiasm. It does not have to be someone who can make huge gifts, simply someone willing to make a "stretch gift," who can therefore ask others to do so. She assured us there was someone in Arlington who would really be interested in doing this.

The board thanked Ms. Webber for her time and her ideas. After she had left, Ms. Deal offered to draft a letter to prospective donors that we could send out with the new fund-raising brochure. The board agreed to go over this together before the next meeting.

The board will next meet on November 10, at 7:00 p.m. to go over the fund-raising letter, then at 7:30 for the regular meeting.

Adjournment

Ms. Deal moved to adjourn at 10:17 p.m. (seconded, approved).

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, Secretary

Robbins Library Board of Trustees
Meeting
September 16, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 8:11 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Barbara Muldoon was absent.

Approval of Minutes

The minutes of the August meeting were read and approved. Mr. Castiglioni moved acceptance (seconded and approved).

Mr. McKersie moved that we offer thanks and appreciation to Ms. Radochia for her good service to the board as secretary for a number of years (seconded and approved).

Communications

Ms. Loud reported that there have been a number of requests for a regularly scheduled meeting room. Various groups wish to meet weekly or bi-weekly. One request was for Saturdays, but she said that is not possible as children's programs are often held there. Another group wants the conference room every Monday; but Ms. Diminture thought a book group meets there at that time. Ms. Loud pointed out that in allowing several groups to meet, we have already set a precedent, though a six-month rule is in effect and the groups have all been notified that the library reserves the right to limit the number of times any one group can use the room. Rooms are still available, though not always choice of evening. Mr. Donnelly mentioned other rooms in the community, but these sometimes charge a fee.

Gordon Russell called Ms. Loud to express agreement with the Board's and Ms Loud's request that the Russell Fund be used for services to 7th and 8th graders. He also noted how happy he was about the Russell Fund Report and how staff was utilizing the money.

Community Time

No representatives of the community were present.

Author Program

Gary Goshgarian has agreed to the November 2 date for his talk. He will drop off material and contact the *Advocate* about publicity. Ms. Loud will try not to let the *Advocate* confuse the issue between his material and her own write-up. Ms. Deal suggested putting material in the Senior Center, as seniors responded well to the last two talks. Mr. Donnelly brought in a relevant brochure from the Kennedy Library. There was some discussion as to which of Mr. Goshgarian's books might be featured ,and it was suggested that a large sign be put up on a bulletin board in the library. Ms. Loud will send flyers to the Friends of the Library.

Ms. Loud suggested we have a sign-up sheet available at the writers' talks for people who wish to receive mailings about these meetings.

Fundraising

After numerous false starts and rewrites and various errors, the fundraising brochure is about to be printed. 1,000 have been ordered. Ms. Loud asked for suggestions as to where they might be distributed, and suggested funeral homes. Mr. McKersie suggested sending them to people who gave to the building fund and to the Friends. Ms. Loud suggested further that we might have a brightly colored one-pager promoting the possibility of making gifts in honor of birthdays, anniversaries, etc.

Ms. Deal will bring in materials from the Junior League, advice about fundraising. She also passed around an invitation for a wine-and-cheese party with a silent auction from the Burlington Library.

Ms. Radochia said that what the Trustees really need is a small group of people, whether from the board itself or from outside, focusing enthusiastically on fundraising.

There was some discussion about a fundraising focus. Ms. Loud said that some people would respond to raising funds for videos while others would prefer books. She also stated that one of the objectives of the Long Range Plan for this fiscal year was to increase the budget for videos by $6,000; this has not been achieved. The board decided that the single focus should be "library collections."

Ms. Deal suggested that we ask Susan Weber to come talk to the board about the subject: what it involves, what kind of committee we might have, how to go about it. Or we might have a Junior League person – or both. (See also below, under "Calendar.")

Preliminary Discussion of FY 99 Budget

Ms. Loud wanted a preliminary discussion of the budget in view of the fact that we did not get last year's requests in several areas, most notably the video collection, and we really need to consider what we will do: this year's requests will necessarily be higher due to budgetary constraints. We must discuss priorities – and fundraising (see above). The Long Range Plan called for several things in FY99: personnel, disaster plan, summer weekend hours, four nights in the children's room, additional funding for the audiovisual collection. Ms. Deal said that we should be thoroughly organized when the finance committee comes, our priorities clearly articulated.

Calendar of Trustee Special Projects

Ms. Loud requested that the trustees use the calendar we have more rigorously, putting dates on the various projects, planning more exactly when the projects should be accomplished. Some are clear: the November speaker; the March-April speaker. Board members suggested that we should put a fundraising meeting on the calendar, and perhaps have Osee Maolio, the Adult Services Librarian, come in to talk with us about young adult programming.

Internet

Ms. Loud gave a concise but thorough summary of the materials in our Internet packet, as well as other materials she has been reading (and Internet sites she has visited) on the subject of filtering. She is generally in favor of having no filter in the adult library but investigating further whether to have filters on the computers in the children's library. (If we do, she is not in favor of the BPL system of parental permission forms, which is labor intensive and difficult to manage.)

She reported that the American and Massachusetts Library Associations are strong on the subject of readers' Constitutional rights and believe these should not be threatened any more than with books; the Associations make no distinctions for age. They insist on parents' rights over *their own* children only. She pointed out also the danger of parents being misled, (knowing that filters are in place) into believing that they are adequate restraint; but the latest report on filtering software judges it inconsistent, unpredictable,awkward to monitor, difficult to correct, and generally inadequate, whether it is keyword filtering or post (area) blocking. She also pointed out that not only does the filtering cost considerably, but extra staff time would be needed to deal with the various problems that arise with filters. At the same time she is aware of some of the truly horrible things one can find on the Internet (as long as users are willing to say they are over 18), and she is sympathetic to the parents' wishes for some control of what their children have access to outside the home. And she mentioned the filters' symbolic value as an attempt to guide children. She proposed that we continue studying the subject. She may have to ask some library whose computers have graphics capability to let her run some experiments; or possibly the library could rent one for the staff to work with.

The board discussed various aspects of the problem, one of these being the fact that junior-high students, who are the most likely to invade inappropriate sites intentionally, would not be using the children's room computers anyway. Mr. McKersie mentioned a random sample he took on Town Day from people who stopped by the library booth: none of them needed the filter debate explained to them, and an overwhelming majority were for filters in the children's room, believing some kind of control was necessary.

In conclusion, Ms. Loud said that although most Minuteman Library Network members are not filtering, we near to hear from libraries who have the technical capabilities and do filter: what their experiences have been – their problems, and what solutions they are coming up with.

Director's Report

Ms. Loud gave the board copies of her August Director's Report. Items discussed:

> The book drop design has finally been completed and should be ready for the bid process this week. One board member asked whether the telephone could be moved out to the drop (it's noisy having it near the reception desk), but that would not be feasible in winter.
>
> Under "Problems," Ms. Loud reviewed her plans to lessen the impact in Technical Services of the loss of a full-time position in that department for 8 months.

Other

Ms. Deal asked for a report on any volunteers found from the raffle slips signed at the library booth on town day. Ms. Loud reported:

24 volunteers for shelving
16 volunteers for fundraising
50 volunteers for Friends (She will send them membership applications.)

Both Summer Reading Clubs went very well. The YA Club had 54 members last year, 153 this year, and Children's Services had 1,359.

The Plexiglas bonnet for the Dallin statue has been designed; it will cost $850. Ms. Loud will consult with James McGough before finalizing it. The board agreed that the money will come from the Symmes Medical Center Reception rental fee.

Mr. Donnelly is writing the letter of thanks to Judy Paradis for her work on the Russell Fund. A similar letter to Marianne Uttam of the Children's Services Department was suggested and approved. He will write it.

Fiscal Year '97 rises in circulation:

6.5% in adult materials
1.7% in children's
-3% (a decline in circulation) at the Fox Library

The Friends made approximately $1,900 at the book sale on Town Day.

Adjournment

Mr. Castiglioni moved to adjourn at 10:22 (seconded, approved).

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, Secretary

Robbins Library Board of Trustees
Meeting
September 16, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 8:11 p.m. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, and Joyce Radochia. Also attending were the library director Maryellen Loud and the assistant director Cindy Diminture. Trustee Barbara Muldoon was absent.

Approval of Minutes

The minutes of the August meeting were read and approved. Mr. Castiglioni moved acceptance (seconded and approved).

Mr. McKersie moved that we offer thanks and appreciation to Ms. Radochia for her good service to the board as secretary for a number of years (seconded and approved).

Communications

Ms. Loud reported that there have been a number of requests for a regularly scheduled meeting room. Various groups wish to meet weekly or bi-weekly. One request was for Saturdays, but she said that is not possible as children's programs are often held there. Another group wants the conference room every Monday; but Ms. Diminture thought a book group meets there at that time. Ms. Loud pointed out that in allowing several groups to meet, we have already set a precedent, though a six-month rule is in effect and the groups have all been notified that the library reserves the right to limit the number of times any one group can use the room. Rooms are still available, though not always choice of evening. Mr. Donnelly mentioned other rooms in the community, but these sometimes charge a fee.

Gordon Russell called Ms. Loud to express agreement with the Board's and Ms Loud's request that the Russell Fund be used for services to 7th and 8th graders. He also noted how happy he was about the Russell Fund Report and how staff was utilizing the money.

Community Time

No representatives of the community were present.

Author Program

Gary Goshgarian has agreed to the November 2 date for his talk. He will drop off material and contact the *Advocate* about publicity. Ms. Loud will try not to let the *Advocate* confuse the issue between his material and her own write-up. Ms. Deal suggested putting material in the Senior Center, as seniors responded well to the last two talks. Mr. Donnelly brought in a relevant brochure from the Kennedy Library. There was some discussion as to which of Mr. Goshgarian's books might be featured ,and it was suggested that a large sign be put up on a bulletin board in the library. Ms. Loud will send flyers to the Friends of the Library.

Ms. Loud suggested we have a sign-up sheet available at the writers' talks for people who wish to receive mailings about these meetings.

Fundraising

After numerous false starts and rewrites and various errors, the fundraising brochure is about to be printed. 1,000 have been ordered. Ms. Loud asked for suggestions as to where they might be distributed, and suggested funeral homes. Mr. McKersie suggested sending them to people who gave to the building fund and to the Friends. Ms. Loud suggested further that we might have a brightly colored one-pager promoting the possibility of making gifts in honor of birthdays, anniversaries, etc.

Ms. Deal will bring in materials from the Junior League, advice about fundraising. She also passed around an invitation for a wine-and-cheese party with a silent auction from the Burlington Library.

Ms. Radochia said that what the Trustees really need is a small group of people, whether from the board itself or from outside, focusing enthusiastically on fundraising.

There was some discussion about a fundraising focus. Ms. Loud said that some people would respond to raising funds for videos while others would prefer books. She also stated that one of the objectives of the Long Range Plan for this fiscal year was to increase the budget for videos by $6,000; this has not been achieved. The board decided that the single focus should be "library collections."

Ms. Deal suggested that we ask Susan Weber to come talk to the board about the subject: what it involves, what kind of committee we might have, how to go about it. Or we might have a Junior League person – or both. (See also below, under "Calendar.")

Preliminary Discussion of FY 99 Budget

Ms. Loud wanted a preliminary discussion of the budget in view of the fact that we did not get last year's requests in several areas, most notably the video collection, and we really need to consider what we will do: this year's requests will necessarily be higher due to budgetary constraints. We must discuss priorities – and fundraising (see above). The Long Range Plan called for several things in FY99: personnel, disaster plan, summer weekend hours, four nights in the children's room, additional funding for the audiovisual collection. Ms. Deal said that we should be thoroughly organized when the finance committee comes, our priorities clearly articulated.

Calendar of Trustee Special Projects

Ms. Loud requested that the trustees use the calendar we have more rigorously, putting dates on the various projects, planning more exactly when the projects should be accomplished. Some are clear: the November speaker; the March-April speaker. Board members suggested that we should put a fundraising meeting on the calendar, and perhaps have Osee Maolio, the Adult Services Librarian, come in to talk with us about young adult programming.

Internet

Ms. Loud gave a concise but thorough summary of the materials in our Internet packet, as well as other materials she has been reading (and Internet sites she has visited) on the subject of filtering. She is generally in favor of having no filter in the adult library but investigating further whether to have filters on the computers in the children's library. (If we do, she is not in favor of the BPL system of parental permission forms, which is labor intensive and difficult to manage.)

She reported that the American and Massachusetts Library Associations are strong on the subject of readers' Constitutional rights and believe these should not be threatened any more than with books; the Associations make no distinctions for age. They insist on parents' rights over *their own* children only. She pointed out also the danger of parents being misled, (knowing that filters are in place) into believing that they are adequate restraint; but the latest report on filtering software judges it inconsistent, unpredictable,awkward to monitor, difficult to correct, and generally inadequate, whether it is keyword filtering or post (area) blocking. She also pointed out that not only does the filtering cost considerably, but extra staff time would be needed to deal with the various problems that arise with filters. At the same time she is aware of some of the truly horrible things one can find on the Internet (as long as users are willing to say they are over 18), and she is sympathetic to the parents' wishes for some control of what their children have access to outside the home. And she mentioned the filters' symbolic value as an attempt to guide children. She proposed that we continue studying the subject. She may have to ask some library whose computers have graphics capability to let her run some experiments; or possibly the library could rent one for the staff to work with.

The board discussed various aspects of the problem, one of these being the fact that junior-high students, who are the most likely to invade inappropriate sites intentionally, would not be using the children's room computers anyway. Mr. McKersie mentioned a random sample he took on Town Day from people who stopped by the library booth: none of them needed the filter debate explained to them, and an overwhelming majority were for filters in the children's room, believing some kind of control was necessary.

In conclusion, Ms. Loud said that although most Minuteman Library Network members are not filtering, we near to hear from libraries who have the technical capabilities and do filter: what their experiences have been – their problems, and what solutions they are coming up with.

Director's Report

Ms. Loud gave the board copies of her August Director's Report. Items discussed:

> The book drop design has finally been completed and should be ready for the bid process this week. One board member asked whether the telephone could be moved out to the drop (it's noisy having it near the reception desk), but that would not be feasible in winter.
>
> Under "Problems," Ms. Loud reviewed her plans to lessen the impact in Technical Services of the loss of a full-time position in that department for 8 months.

Other

Ms. Deal asked for a report on any volunteers found from the raffle slips signed at the library booth on town day. Ms. Loud reported:

24 volunteers for shelving
16 volunteers for fundraising
50 volunteers for Friends (She will send them membership applications.)

Both Summer Reading Clubs went very well. The YA Club had 54 members last year, 153 this year, and Children's Services had 1,359.

The Plexiglas bonnet for the Dallin statue has been designed; it will cost $850. Ms. Loud will consult with James McGough before finalizing it. The board agreed that the money will come from the Symmes Medical Center Reception rental fee.

Mr. Donnelly is writing the letter of thanks to Judy Paradis for her work on the Russell Fund. A similar letter to Marianne Uttam of the Children's Services Department was suggested and approved. He will write it.

Fiscal Year '97 rises in circulation:

6.5% in adult materials
1.7% in children's
-3% (a decline in circulation) at the Fox Library

The Friends made approximately $1,900 at the book sale on Town Day.

Adjournment

Mr. Castiglioni moved to adjourn at 10:22 (seconded, approved).

Respectfully submitted,

Katharine Lawrence

Katharine Lawrence, Secretary

Robbins Library Board of Trustees
Meeting
August 20, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:38 p.m. Attending were trustees David Castiglioni, Patricia Deal, Robert McKersie, Barbara Muldoon, and Joyce Radochia. The assistant library director, Cindy Diminture was standing in for the library director, Maryellen Loud, who would be arriving later in the meeting. Trustee Kathy Lawrence was absent.

Approval of Minutes

The minutes of the June meeting were read and approved. Ms. Deal moved acceptance, Mr. McKersie seconded the motion, and the board approved unanimously.

Communications

Mr. Donnelly reported that he received a nice letter from Loretta Mahoney, thanking the board for her retirement gift.

Ms. Loud received a letter from Kathy Lawrence, informing her that she would be unable to attend the August meeting, and commenting on a couple of issues relating to Adult Services that Ms. Loud had mentioned in the letter she sent to the board in anticipation of the August meeting.

Ms. Diminture submitted a written report highlighting programs she attended at the ALA (American Library Association) conference in San Francisco this July. Included in the programs she attended were the topics of fundraising, marketing strategies, friends of libraries organizations, computer system security.

Mr. Castiglioni, trustee liaison to the board of the Elbridge Farmer Fund, reported that he sent a report to the Town Clerk and a report and a check to the Town Treasurer. Except for a few minor expenses, the $3,804.57 check represents the net income from the fund for FY97.

Community Time

No representatives of the community were present.

Approval of FY98 Trustee Goals

Ms. Muldoon raised a question regarding Fox Library and reminded the board that we should include Fox in trustee goals for future years. Since it has long been a principle of the board that a branch library and its need for materials/personnel should not compromise the strength of the central facility, administration and trustees should continue monitoring the allocation of resources to Fox Library.

Mr. McKersie moved acceptance of FY98 Trustee Goals, Mr. Castiglioni seconded the motion, and the board unanimously approved.

Internet Update

Since Ms. Loud had not yet arrived, Ms. Diminture reported on behalf of the library director. She informed the board that the Town Manager, Donald Marquis, does not want to wait until graphics for Internet are installed (January) before establishing a policy. In order for the board to begin formulating an Internet filtering policy, Ms. Loud will be sending materials to the trustees for their review. At the next meeting of the board Ms. Loud will present a policy for consideration. In response to a question from the board about the Minuteman Library Network Ms. Diminture stated that most members of MLN are not filtering. The Network has an "Acceptable Use" policy.

Author Programs

Led by Ms. Deal, who is chairing the author program committee, the board discussed ideas for programming for the '97-'98 year.

Ms. Diminture said that Judi Paradis has spoken with the publicist for Doris Kearns Goodwin. Although the quoted stipend of $3,000 is considerably less than Ms. Goodwin usually receives, her publicist did not rule out the possibility of our engaging her.

Arlington resident Gary Goshgarian wrote a letter to Ms. Loud offering to do a reading and talk about his new book, The Stone

Circle. The board decided to ask Mr. Goshgarian if he could schedule a book reading and talk for Sunday, November 2, as our first choice, or Sunday, October 26, as our second choice.

Town Day Booth

Ms. Loud reserved a table for Town Day, Saturday, September 13, and asked if any trustees were interested in setting up and working at the table. Ms. Deal will set up with Ms. Loud. Other trustees (Mr. Castiglioni, Ms. Radochia, et al.) agreed to give time to the table which will offer a variety of library informational brochures and a free raffle for a gift certificate to Royal Discount Bookstore. Ms. Deal will write a letter to Lauriat's (which owns Royal), asking for a free gift certificate.

Trustees also discussed the Friends of the Library idea for fundraising---a tote bag with a picture of the library on it. Ms. Muldoon will ask the Friends of the Rockport Public Library about their bags.

Approval of FY97 Russell Fund Report

The board reviewed the annual report written by Judi Paradis, which, with the approval of the trustees, will be submitted to Gordon Russell and his sisters. Trustees considered whether the report should include the numbers attending Russell Fund programs and decided that numbers for individual programs were not necessary, but that an annual total would be informative.

The board accepted with high regard the Anne A. Russell Children's Educational and Cultural Enrichment Fund Report for the 96-97 year. Mr. Donnelly will write a letter to Ms. Paradis praising her for her fine report and her excellent work as coordinator of Russell Fund programs.

Report of Trust Fund Expenditures - FY97

Ms. Muldoon distributed copies of the Robbins Library FY97 Trust Funds. Although the bank statement indicates that $7,800 in unrestricted income is currently available, according to Fred Fantini, of the Treasurer's Office, and in accordance with legal guidelines for non-profit organizations established by the IRS, we could use up to

5% of the fair market value of the fund. According to Ms. Muldoon's calculations $13,000 (more precisely, $13,043 in unrestricted funds and $12,501 in restricted funds) is available. Most of last year's available income was spent.

Approval of FY98 Trust Fund Budget Requests

At this point in the meeting the library director, Maryellen Loud, arrived._With regard to trust fund budget requests, Ms. Loud had given Ms. Muldoon her priorities to help her in preparation of her recommendations. Line by line Ms. Muldoon reviewed each request and each recommendation.

Mr. McKersie moved acceptance of the report, Ms. Deal seconded the motion, and the board unanimously approved the motion.

Mr. McKersie moved that the money from the copy machine be spent on video-cassettes. Mr. Castiglioni seconded the motion, and the board unanimously approved the motion.

Ms. Muldoon requested that the board thank Jim Flahive for all his accounting/bookkeeping work. Frank Donnelly volunteered to write the letter.

Approval of Russell Fund Budget Requests

Mr. Castiglioni reported that we have spent what we are required by the terms of the Russell Fund to spend. For FY98 we should spend approximately what we spent last year, $30,000. The board considered whether we should contact Gordon Russell about using money for grades 7 and 8, an under-funded, under-appreciated age group.

Mr. Castiglioni moved that we approve the expenditure of $30,000, Ms. Deal seconded the motion, and the board unanimously approved the motion.

Mr. Castiglioni moved that the board authorize Ms. Loud to write a letter to Mr. Russell asking his advice/consent for using a certain amount of Russell Fund income on grades 7 and 8. Ms. Deal seconded the motion, and the board unanimously approved the motion.

Approval of Furniture Requests

Ms. Loud presented bills for the following: CD Rom Changers and printer cables for the public CD Rom station in the Reference Room ($1,314), CD bins ($6,538), and paperback towers for the second floor ($4,175). The money will come from the fundraising/furnishings account. Trustees signed the bills.

Development of Internet Policy

Since Ms. Loud had not been present for the earlier part of the meeting, the trustees discussed with her the development of an Internet policy.

Date of Next Meeting

The next meeting will be at 7:30 p.m. on Tuesday, September 16.

Adjournment

The board moved to adjourn at 10:00 (Ms. Deal/Ms. Radochia).

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees

No meeting of Board of Trustees July, 1997

Robbins Library Board of Trustees
Meeting
June 10, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 8 p.m. Attending were trustees David Castiglioni, Patricia Deal, Kathy Lawrence, Barbara Muldoon, and Joyce Radochia. Trustee Robert McKersie was absent. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture.

Approval of Minutes

Trustees read and approved the minutes of the meetings of April 8, 1997 and May 13, 1997.

Communications

Ms. Loud told the board that Loretta Mahoney of the Robbins Library staff is retiring. In honor of her retirement the board decided to give her a mirror with a painting (reverse on glass) of the Cyrus Dallin sculpture of the Menotomy Indian. Ms. Radochia moved that the board purchase the mirror, and Ms. Deal seconded the motion. The board unanimously approved the motion.

Community Time

No members of the community were present at the meeting.

Nominating Committee Report/Election of Officers

Ms. Radochia presented the slate of officers proposed by the nominating committee (Mr. McKersie and Ms. Radochia). The nominees were as follows:

Chairman: Frank Donnelly
Vice Chairman: Patricia Deal
Secretary: Kathy Lawrence
Trust Fund Liaison: Barbara Muldoon
Russell Fund Liaison: David Castiglioni

The board unanimously moved acceptance of the above slate of officers for the FY1998.

Preliminary Discussion of FY98 Administration and Trustee Goals

The discussion of administrative goals included, but was not limited to, the following topics:
- Finding a better location for new books, large print, and paperback- is a difficult task, but library staff and administration are working on it.
- Developing a disaster plan is very important
- Many of the activities under young adult service development are not possible without a full time young adult librarian
- The town's conversion from Wordperfect to Word will necessitate the retyping of many old documents
- Ms. Loud will be asking schools to give training to library staff on changes in learning and the implications of these changes for library usage. For example, teachers give many group assignments.

The trustees will plan for a more extensive discussion of FY98 trustee goals and objectives at the next meeting.

Preliminary Review of FY 98 Russell Fund Budget Requests

Trustees reviewed the proposal for the 1997-98 programming, "Exploring Planet Earth."

The Office of the Treasurer has not yet determined the amount of interest available from the Russell Fund, although presumably it could be in the range of $25 - 38,000. A discussion followed about how our trust funds are handled, i.e., how interest is determined, since our funds are commingled with other town funds when invested. With regard to the amount of interest available, Ms. Muldoon said that whereas we do not know how much is available in a given fiscal year until September or October, we have more of a need to know up front with the Russell Fund, since the program planners develop a plan for the year. The consensus of the board was that those involved in planning Russell Fund programs may proceed with their planning. With consideration of the fiscal information available, Mr. Castiglioni, liaison for the Russell Fund, proposed a preliminary budget of $30,000. The board approved.

Author Program

The board reviewed lists of suggested authors for the author program for the upcoming year, including a list of Arlington authors. Trustees would like to continue with a semi-annual author program, featuring one lesser known author, perhaps with Arlington/local ties, and another, bigger name author.

Furniture/Signage Requests

A need for a first floor directory and better signage has been determined. A consultant will charge $200 for a three hour visit and report. Fundraising money could fund this.

Ms. Muldoon moved that we authorize contracting with Jean Viegas to evaluate and report on signage improvements. Ms. Deal seconded the motion and the board unanimously approved.

Fundraising

Ms. Loud told the board that Town Counsel John Maher advised the board to take a new vote on the establishment of a non-profit organization, using the following legally appropriate wording:

Voted: That the Board of Trustees of the Robbins Library hereby declare that it is in the best interest of the Robbins Library that there be established a non-profit corporation that would accept gifts and grants from persons or outside organizations to be used for library purposes. The Board of Trustees further declares that such a non-profit corporation should be organized in such a fashion so that the Board of Trustees may simultaneously serve as members of the Board of Directors of the corporation so, that in so doing, planning and coordination of receipts and expenditures of gifts and grants can be maximized.

The board approved the above.

Ms. Loud asked for clarification on the fundraising committee, and suggested that we consider what should be the next step.

The brochure printed by Kwik Kopy is the wrong one.

The board discussed a few ideas for fundraising.

Dallin Reception

The Dallin board of trustees sent out the invitations to the reception and the library will supply the refreshments.

Internet Update

The graphics upgrade is scheduled for November. Trustees will continue to review relevant materials at home that will aid in making policy decisions, since an "acceptable use" policy will be developed eventually.

Director's Report

Ms. Loud gave the board a copy of the May Director's Report.

Other

The board agreed to close the library at 5:00 rather than 9:00 on Thursday, July 3.

Date of Next Meeting and Adjournment

At some point trustees will consider revising its calendar to reflect the practice in recent years of holding only one summer meeting, usually in August.

The board decided on Wednesday, August 20 for the date of its next meeting.

The board unanimously approved a motion to adjourn at 10:12 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
May 13, 1997

Call to Order

At 7:55 PM, the meeting was called to order by Chairman Frank Donnelly. Attending were Trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie and Barbara Muldoon. Joyce Radochia was absent. Also attending were Library Director , Maryellen Loud and Assistant Library Director, Cindy Diminture.

Approval of Minutes

There were no minutes from the April meeting, due to Ms. Radochia's absence.

Communications

A letter was received from the Arlington Townwide Enrichment Committee, thanking the Children's Dept. staff, and Judi Paradis, in particular, for special outreach to the schools this year. (Russell Fund programs)

Internet Update

Ms. Loud apprised the Trustees of seminars that the staff have recently attended on this topic. These include an Internet Filtering Forum at Simmons College and the Massachusetts Library Association (MLA) pre-conference program and conference held in Sturbridge. The director expects to work on writing an Internet policy during the Summer, for Trustees to discuss in the Fall.

Author Program

The program with William Martin was deemed a success. A different location may have to be considered if more people attend future programs.

(Town Hall, Arlington Friends of the Drama theater, etc.) Trustees may consider alternating a local author (Arlington has several) {Fall} with a more well-known one. {Spring}. One suggestion was to have a "Mystery Evening" with 2-3 mystery authors. Kate's Mystery Book Store could be a resource for authors. Ms. Loud wrote thank-you notes to the author program committee and will write letters to them soliciting suggestions for future authors. Pat Deal will write a thank-you note to William Martin. Bills for invitations, food, etc. are still to be submitted. Profit on the sale of the author's books is believed to be $152.36.

Fundraising

A suggestion was made to solicit a volunteer committee of persons with professional fundraising experience. Robert McKersie suggested that the initial committee be composed of the entire Trustee board. Frank Donnelly's experience at the grass-roots level could be invaluable. John Maher sent a memo to the board regarding the proposed 501C3 status. A motion was made by Patricia Deal and seconded by Katharine Lawrence to approve the establishment of a non-profit corporation to accept gifts and grants, using the wording proposed by Town Counsel.

Evaluation of Trustee goals and objectives

Discussion took place regarding the following goals and objectives for FY97.

-Budget – No problems are anticipated at Town Meeting with the library budget which was been recommended by the Finance Committee and Town Manager.

-Maintain strength of staffing/resources. – This is tied somewhat to the budget.

-Monitor final stages of building project – Now takes a minimal amount of the Director's time.

-Evaluate level of library services system-wide (esp. hours /circulation) A full patron survey was conducted last year, but we cannot do this extensive type every year. Trustees want to keep this on the list to re-visit.

-Encourage Friends of the Library in membership efforts – ongoing.

-Explore feasibility of programming and additional resources for Young Adults – Not able to do at this time because it was contingent upon additional staffing, which we did not receive.

-Evaluate Robbins Print Collection - Nancy Gentile has begun work on this.

-Seek potential sources for increasing Trust Fund income - in progress.

-Work with Library Director to implement five-year plan.

Appointment of Nominating Committee

Robert McKersie and Joyce Radochia agreed to serve on the nominating committee and will present a slate for consideration at the June meeting.

Director's Report

The board reviewed the written monthly report submitted by Ms. Loud. Robert McKersie suggested that a letter be sent to Michael Buckley praising him for his well-received display in the Reading Room during the month of April.

Furniture/signage requests made up a large portion of the Director's report. Several of the requests were explained. A motion was made by Katharine Lawrence and seconded by Mr. McKersie directing Ms. Loud to further explore costs and prepare necessary purchase orders for final approval by the Board. Approved.

Next meeting/adjournment

The next meeting will be held on Tuesday, June 10th @ 8PM.

The board moved to adjourn at 10 PM.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
Meeting
April 8, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:50 p.m.

Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending were the library director, Maryellen Loud and the assistant library director, Cindy Diminture.

Minutes

The minutes of the meetings of February 11, 1997 and March 11, 1997 were read and accepted.

Communications

•Phil McCarthy's letter - Trustees read a copy of a letter Ms. Loud sent to The Advocate answering questions about the print collection raised by Mr. McCarthy in his letter to the editor. In a follow-up letter to Ms. Loud that Mr. McCarthy wrote, thanking her for her response to his inquiry, he asked about the portraits and foreign books. Ms. Loud told the board that the library has seven boxes of foreign language books donated by Winfield Robbins which were never catalogued from the beginning. (1899). A trustee suggested that a volunteer or a page could undertake the task of looking through the boxes, and compiling a list of the titles, authors, and condition of the books.

•James McGough's letter - Trustees read a copy of a letter from the chairman of the board of trustees of the Cyrus E. Dallin Art Museum, James McGough, about displaying Dallin's plaster statue, "Appeal to the Great Spirit," in the Reading Room of the library. Mr. McGough asked that the library host or co-host with the Dallin trustees a small reception honoring the restoration of the Dallin collection. The trustees expressed interest in co-hosting a reception.

Ms. Lawrence moved that all exhibits in the Reading Room should be placed on the perimeter of the room and kept off the Oriental rug.

Ms. Deal seconded the motion and the board unanimously approved the motion.

•A memo to Ms. Loud and the Board of Trustees from Robbins staff person Osee Mallio on behalf of the Boston Chapter of Rigpa Fellowship asked that the group be granted permission to receive voluntary donations and to sell books and tapes. Trustees reviewed the publication (which had already been printed and distributed) promoting their nation-wide talks and seminars and which included the program scheduled for Robbins and expressed concern that this type of program, with its "requested donation" does not fit neatly into the non-profit category. The director will tell the organizers that the "requested donation" may consist of a basket available for strictly voluntary contributions.

•Waldenbooks/Lexington asked Robbins staff person Rosalind Kantrowitz if Robbins Lbrary would be interested in holding an author book signing. The consensus of the board was that the library would not be interested in sponsoring a book-signing unless the author were also giving a book talk.

•The public works department of the town of Arlington asked Ms. Loud if the library would allow for the collection of disposed batteries in a plastic bucket in the entrance of the library. Discussion of this topic ensued, with Ms. Radochia expressing her opposition to using the library as a battery-recycling site, citing safety and aesthetic concerns. Ms. Loud suggested that this be allowed on a trial basis. (At this point in the meeting trustee Barbara Muldoon arrived.) Mr. Castiglioni moved that a recycling bin be located in the library for the disposal of used batteries; Ms. Lawrence seconded the motion. Trustees approved the motion. Ms. Radochia voted no.

A memo from Judi Paradis, Russell Fund Coordinator, asked if trustees would be willing to approve invoices in advance (at the last trustees' meeting before the summer) for summer programs in order to facilitate payment of the performers. The consensus of the board was affirmative.

Director's Report

Ms. Loud reviewed the March Director's Report with the board.

A request for $1,739.95 to purchase a locked photo cabinet to replace the wood photo cabinet in the Local History Room was approved, since wood is not a suitable material for the preservation of the photos. The funds will come from the Building Project Furniture Fund. The current photo cabinet will be used to house other library materials.

On Legislative Day at the State House Ms. Loud will be meeting with Senator Bob Havern and also with representatives Jim Marzilli and Anne Paulsen at the legislative breakfast.

Revision of LRP Activities

Ms. Loud reviewed with the board some of the Long Range Plan activities that the library has been unable to implement. The library has been unable to recruit a volunteer for the position of Volunteer Coordinator despite the placement of several advertisements in The Arlington Advocate. Some libraries have paid volunteer coordinators.

Also not being implemented is the job classification analysis.

Internet Update

Ms. Loud distributed materials on Internet for reading at home. On April 17 the director will be attending a forum at Simmons College on the topic, "Censorship or Protection? Cyber Patrol at the BPL."

For an article on the topic in the Northwest Weekly section of the Boston Sunday Globe Ms. Loud was interviewed but not quoted.

Author's Program

Ms. Deal reported on the activities of the author program committee (Lynette Benton, Wendy Watson, Susan Webber, Maryellen Loud, Joyce Radochia, and herself), noting that invitations had gone out to the list of town meeting members, donors, and others. Publicity for the program will be posted on the cable television bulletin board, The Arlington Advocate this week as well as last week, and throughout the library and local stores.

Fundraising

The brochure is at the printer and will be finished by the end of the week. At its next meeting the board should be prepared to discuss fund raising and the formation of a fund raising committee.

Town Counsel John Maher is writing to the State Ethics Commission regarding the 501 (c) (3).

Evaluation of Trust Fund Expenditures and Goals

Although Ms. Muldoon did not have a copy for the trustees, she reviewed with the board her copy of trust fund expenditures to determine approximately how much has been spent and how much remains for spending during this fiscal year.

- Russell Fund/David Castiglioni - Mr. Castiglioni, liaison for the Russell Fund, reported that $31,415.13 was available for spending this year, and that to date, approximately $22,135 had been spent. At the next meeting Mr. Castiglioni will present a written report.

Other

- Domenic Vecchione of the Permanent Town Building Committee is still working on the design of the new book drop.

Adjournment

The next meeting will be on May 13.

The board adjourned at 10:08 p.m.

Respectfully submitted,

Joyce Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
March 11, 1997

Call to Order

At 7:45 p.m. Chairman Frank Donnelly called the meeting to order. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia.

Also attending were the Library Director, Maryellen Loud and the Assistant Library Director, Cindy Diminture.

Approval of Minutes

The minutes of the meeting of February 11 were not available for distribution to the board, but will be distributed by the next meeting.

Communications

There were no communications to either the Director or the board of trustees to report.

Community Time

No members of the community were present.

Director's Report

Trustees read and reviewed the February Director's Report with Ms. Loud.

Ms. Loud reported that the Finance Committee approved the budget as submitted by the Town Manager.

The Dallin Sculpture will be ready for display soon; the stand is already here. Ms. Loud invited trustees to view the prints of John Trowbridge and Olney Robbins (brother of Ira Robbins) in her office. Both the prints and the frames were restored.

Vandals defaced one of the study rooms with graffiti.

Internet Discussion

The town manager spoke with Ms. Loud about installing filtering software for the Internet. Mr. Marquis is concerned about library patrons accessing pornagraphic materials when the library offers graphical Internet in the fall. and

he would like the board of trustees to take a position on this issue. Since Ms. Loud had sent a packet of materials on the filtering software issue, trustees were able to review them before the meeting.

Of the member libraries in the Minuteman Library Network only three or four are wavering on the issue: most are firmly against use of filtering software. Only one MLN member library currently has filtering software; as of this date Boston Public Library has not installed it .

Trustees agreed that this evening's discussion would be preliminary in nature. Each trustee stated thoughts and opinions and raised questions for further discussion. A continuing dialogue between the schools and the library concerning Internet use and abuse will be helpful in determining how best to serve the computer information/Internet needs of both young students and adults. Ms. Loud will be talking with Shelly Glanz at the Arlington High School Media Center and Jane Ruddock, the media director for Ottoson Middle School.

Robbins Library does not yet have the graphics for Internet, so although we may foresee certain types of problems, we will not know the extent or the severity of any abuses until the graphics are accessible. An important question for consideration is whether the library should deal with problems and excesses after the fact, or try to avert trouble beforehand. To assist trustees in reaching a position Ms. Loud will compile additional relevant information for trustees to read. In view of the complexities of this issue Ms. Muldoon recommended that the board revisit the subject each month.

Ms. Loud reminded the board that Robbins Library staff still provide Internet training to library patrons, and interested trustees may wish to sign up for a session. A special trustees' training session would have been a possibility if a convenient time could have been found.

Robbins Print Collection

The print collection subcommittee met recently to discuss the hiring of an individual to organize and sort the print collection. As a result of their meeting Ms. Muldoon made the motion that up to $1,700 from the Robbins Print Fund be expended to hire a person from the library staff for the sorting and examination of prints, under the supervision of the Library Director, and with the additional assignment of training others on staff. The individual should sort the prints alphabetically, make them readily retrievable, and develop a sense of what prints could be used in the creation of displays. Mr. McKersie seconded the motion.

Ms. Loud reviewed some facts about the print collection with the trustees during the board's discussion of the motion. All the consultants who have examined the collection have said that cataloguing the entire collection would be an ill-advised expenditure. Uncatalogued prints are in storage. All the catalogued prints are in the print room. Since the majority of the oversized prints are not catalogued (e.g. European portraits) the print collection staff person needs to

organize this group. Perhaps only 10,000 of the 150,000 prints are catalogued. One question needing resolution is whether the prints that are currently in storage should remain in storage.

When put to a vote, the board unanimously approved Ms. Muldoon's motion.

After discussing the subject with the town manager, Ms. Loud responded to Phil McCarthy's letter to the editor of The Arlington Advocate Ms. Loud submitted a letter to the editor, giving the history of the Robbins print collection.

Ms. Loud will send the portraits of Maria Robbins and Eli Robbins to the expert for restoration of the frames.

Author Program

Mr. Donnelly reported on the author program featuring Arlington resident and author, Bill Eidson, on Sunday, February 16. Approximately thirty people attended the program, which consisted of Mr. Eidson's presentation on his writing process, the sources and development of his ideas/plots/characters and a question and answer period with the audience. Board members reflected on what they had learned from this program that they would like to keep in mind when making plans for future programs.

The board discussed the possibility of taping the next author program and having Continental Cablevision interview the author for showing on local cablevision. Such an undertaking would require a volunteer with videotaping expertise---possibly a high school student. The next program, Sunday, April 13, will feature William Martin. Ms. Deal and Ms. Loud met with Julia Devlin, a real estate broker who is developing a graphic design business, to discuss the design of the invitation/postcard that will be mailed to a list that includes town officials, town meeting members, and members of The Friends of Robbins Library. The author program subcommittee will meet on Thursday, March 13 at 7:30.

Fundraising Brochure

Trustees looked at two versions of the fundraising brochure and offered comments and opinions.

Other

Ms. Loud said that Osee Mallio purchased additional print bags used for transporting prints borrowed from the circulating print collection by library patrons. Ms. Muldoon moved that the board authorize the expenditure of $1,000 for this purchase; Ms. Lawrence seconded the motion and the board approved unanimously.

Ms. Muldoon moved that the board authorize the expenditure of up to $1,000 for the purchase of prints for display in the Community Room. Ms. Lawrence seconded the motion and the board approved unanimously.

On Friday, April 11, the Newton Public Library is sponsoring a breakfast for legislators. Ms. Muldoon moved that the board authorize the expenditure of $80 for the attendance of the library director and four legislators at this breakfast. The board approved the motion unanimously.

Date of Next Meeting/Adjournment

The next board meeting will be April 8.

The board moved to adjourn at 9:47.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
February 11, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:53 p.m. Attending were trustees Robert McKersie, Barbara Muldoon, and Joyce Radochia. Trustees David Castiglioni, Patricia Deal, and Katharine Lawrence were absent. Also attending were the library director, Maryellen Loud, the assistant library director, Cindy Diminture, and a representative from the Finance Committee, Dan Grabauskas.

Meeting with the Finance Committee Liaison

Mr. Grabauskas met with the board and the library director to discuss the budget before the Finance Committee reviews the library budget and makes its recommendations. The board and the director acknowledged that last year the Finance Committee worked hard to give the library the best budget it could. Given the financial position of the town this year, the library board will not seek additional funding beyond the town manager's recommendation for the FY 98 budget, which includes only those increases needed to meet step raises, changes in utility costs and service contracts, and the like.

Mr. Grabauskas asked Ms. Loud and the trustees to highlight anything significant. Ms. Loud explained that a circulation assistant and additional adult services are needed to meet increased demands particularly by the young adult population. For both positive reasons (helping with homework assignments) and negative reasons (curbing behavior problems), a young adult librarian would be highly desirable.

When Mr. Grabauskas asked what priorities the director would set if, for example, the town won the lottery, Ms. Loud and the board discussed personnel vis á vis materials needs.

In response to a question from Mr. Grabauskas about library usage Ms. Loud said that the main library has shown a 5% increase each year, with the dramatic increase in interlibrary loans accounting for a portion of that. Reference questions are up 15%. Fox Branch Library has stayed relatively constant.

Mr. Grabauskas explained the Finance Committee process and timetable to Mr. McKersie, and he said that he would be happy to answer any questions that the board might have at a later date.

The board thanked Mr. Grabauskas for attending the meeting.

Approval of Minutes

The minutes of the meeting of January 14, 1997 were read. The correct name for the Dallin sculpture to which the minutes refer is "My Boys" not "Three Boys." Ms. Muldoon moved that the minutes be approved as amended. Mr. McKersie seconded the motion and the board approved.

Communications

Ms. Muldoon reported that additional contributions have come in since the last trustee meeting.

Community Time

No members of the community were present.

Fundraising

The fundraising brochure still requires additional proofreading. Trustees considered stock and print color. The preference of the board was for black print on off white, heavy stock.

The board reviewed the first page of the Articles of Organization which set forth the purpose for a library foundation with 501 (c) (3) status. Trustees rewrote the second paragraph of Article II which stated in its revised form that "support includes, but is not limited to, the purchase of books and related materials, audio-visual materials, and equipment."

The board agreed with Ms. Loud's intention to write a memorandum to the town manager, Donald Marquis, to ask if he is in agreement that the board of trustees be the same for both the Robbins Library Board of Trustees and the 501 (c) (3).

Author Program/Patricia Deal

The author program featuring Arlington resident and author of The Guardian and two other suspense/thriller novels, Bill Eidson, will be held in the Community Room at the library on Sunday, February 16 at 3 p.m. Ms. Radochia will be purchasing refreshments for the event. Trustees will prepare questions for Mr. Eidson to facilitate the discussion after his presentation.

Ms. Loud asked the board to consider changing the date of the William Martin author program from April 6 to April 13. The board agreed that the 13th would be a suitable date if Mr. Martin were able to speak on that date.

The author program subcommittee, chaired by Patricia Deal, will be meeting on Thursday evening, February 13. Lynette Benton, Susan Webber, Wendy Watson, and Joyce Radochia are expected to attend. Former trustee Helen

Kass may also participate. The consensus of the board was that the April author program will be free admission.

Director's Report

Trustees reviewed the January Director's Report. Ms. Loud gave the board an update on the problem behavior of middle school/young teenaged patrons. Since the director knows the names of the group of twelve who display the most disruptive behavior, she will ban them from the library if they continue in this manner.

Trustees read a copy of Library Rules, which included the basis in law for these rules---the sections in Massachusetts General Laws Annotated pertaining to theft of library materials or property and disturbance of libraries. Ms. Radochia moved that the board accept the library rules; Mr. McKersie seconded the motion; the board unanimously approved.

Mr. Bob Bradley generously donated his skills and time to the library by restoring two portraits. A person recommended by Mr. Bradley will be restoring the two frames at a cost of $350 and $650.

Other

Patsy Kraemer and the Historical Commission would like to display approximately fifteen additional prints for display in the newly renovated Robbins House. By consensus the board agreed to honor their request. A sign will be on the wall in the Robbins House acknowledging that the prints are on display courtesy of the Robbins Library.

Oakes Plimpton had said that he would write a letter to Ms. Loud (as of this meeting time, Ms. Loud did not receive his letter) formally requesting that the library display his print of Robbins Farm on the wall space outside of the local history room. According to Mr. Plimpton the print is not very valuable. Nonetheless, the consensus of the board was to grant permission with the understanding that Mr. Plimpton must assume the risk if the print were stolen, damaged or defaced in any way.

Trustees read a letter to Ms. Loud from Valerie Eames Minard, Boston Representative from the Office of the Publisher of The Writings of Mary Baker Eddy, asking if the library would be interested in a book talk on Mary Baker Eddy's book, Science and Health with Key to the Scriptures, to coincide with Women's History month in March. In this letter Ms. Minard referred to her conversation with Ms. Loud and offered to provide this talk at no cost. The board discussed this offer, but agreed that this type of book talk is not consistent with our author program concept; trustees and members of the author program committee will consider only living authors and their works. Ms. Loud will express the board's appreciation for this offer, but will decline.

The next meeting of the print subcommittee will be February 26, 1997.

Date of Next Meeting

The next meeting of the board will be Tuesday, March 11, 1997.

Adjournment

The board moved to adjourn at 9:55 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
January 14, 1997

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:50 p.m. Attending were trustees David Castiglioni, Patricia Deal, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Trustee Katharine Lawrence was absent. Also attending were the library director, Maryellen Loud and the assistant library director, Cindy Diminture.

Appointment with John Maher re 501 C3

John Maher, counsel for the town of Arlington, met with the trustees to advise the board regarding applying for 501 C3 status on behalf of the library. He explained the conflict of interest law as it applies to the make-up of a board established for 501 C3 purposes. If the 501 C3 board consisted of all the Robbins Library Board of Trustees or if none of the 501 C3 board was a Robbins trustee, no problem would result. The problem would arise if some of the Robbins trustees were part of the 501 C3 board. The first legal step to be taken would be for the board to give John Maher information on the proposed corporate entity: how it would be set up and who would serve on its board of trustees. Mr. Maher would send that information to the Ethics Commission for review; once that commission says "no conflict" the boards would not be subject to conflict-of-interest problems/penalties. To start the process, this board will send a letter to John Maher.

The trustees will work with the library director to draft a letter to Atty. Maher. At the next meeting the board will determine the purpose of the proposed 501 3C, using information from the Sudbury Public Library for guidelines.

Approval of Minutes

The minutes of the meeting of December 10, 1996 were read. Ms. Deal moved approval of the minutes as read; Mr. Castiglioni seconded the motion; the board unanimously approved the minutes as read.

Communications

Page Lindsay, the Fox Branch librarian, wrote a letter to the trustees in appreciation for the holiday party ---beverages and hors d-oeuvres---served in the elegant atmosphere of the Reading Room after the library was closed.

Fundraising Brochure

Trustees offered additional comments about the content of the fundraising brochures, and noted a few typographical errors. At the next meeting of the board Ms. Loud will present a copy for final approval to the board.

Annual Report

It was noted that the annual report was due the next day, January 15. Ms. Loud received comments on the report from library staff members and three trustees. Trustees reviewed copies of the Annual Report, which incorporated the recommended changes. The board approved by consensus the content and format of the report.

Reports of Trust Fund Liaisons

1) Barbara Muldoon reviewed with the board FY97 trust fund allocations and expenditures. Ms. Deal asked about interest rates; Ms. Muldoon will ask Natalie Peters in the Treasurer's Office for that information. The board thanked Ms. Muldoon for her report.

2) David Castiglioni presented his report on the Anne A. Russell Children's Educational and Cultural Enrichment Fund (the Russell Fund). At roughly the midpoint of the year, approximately half of the available earnings have been spent. As of June 30, 1996, $31,415.13 was the actual amount of interest earned on the fund. In order to comply with the provisions of the trust, within $1,500 of the available income from the previous fiscal year (in this case, FY96) must be spent.

A memo from Judi Paradis, Russell Fund Coordinator, explained the Tribal Rhythms program. Not every program is presented for prior approval to the board, but in this case Ms. Paradis offered a description and explanation because the program, which is highly recommended by many parents and teachers, is more expensive than most ($590).

The board thanked Mr. Castiglioni for his report.

FY 1998 Budget

Ms. Loud gave copies of the FY98 budget to the trustees for review before the February meeting. Bob Scoppetulo, liaison between the Finance Committee and the library, will meet with the board. Since Gail DuBois is now serving as Vice Chairman of the committee, it is not known whether she will also attend in the capacity of liaison, as she did in previous years.

Author Program

On Sunday afternoon, February 16, Bill Eidson, Arlington resident and author of a mystery/suspense novel, The Guardian, will speak in the Community Room. Invitations will be sent to the Friends of the Library mailing list. Ms. Loud will give a photo and news release to the Arlington Advocate.

William Martin, author of Cape Cod, Back Bay , Annapolis and other works, will speak at the library on Sunday afternoon, April 6. The board discussed ways of publicizing the program and the need to reconvene/reconstitute the author program subcommittee.

Dallin Sculptures

The Dallin Committee asked Ms. Loud if they could display the 41" sculpture, Appeal to the Great Spirit, in the library. Ms. Loud met with Jim McGough to look at possible locations in the Reading Room for the sculpture. The library director expressed concern to Mr. McGough and to the board that the library could not provide perfect security and recommended that the sculpture be placed in a plexiglass case to protect it from theft and vandalism. Also discussed was the return of the sculpture, "Three Boys" which Mr. McGough said was probably created specifically for the niche in the lobby of the library.

Robbins Print Collection

Ms. Loud spoke with individuals in the print department of the Museum of Fine Arts for a recommended hourly salary for someone who could work on the print collection.

The board discussed the hiring of a Robbins staff member as opposed to an outsider for the purposes of evaluating, organizing, and making recommendations for the use and disposition of the print collection. Ms. Loud told the board that the successful candidate for the job should have familiarity with Robbins Library, some background in art and the ability to work with minimal supervision by the library director. The trustees referred the request for a person to work with the print collection to the print subcommittee---David Castiglioni, Robert McKersie, and Barbara Muldoon. For the next meeting of the subcommittee Ms. Loud will write a job description.

Director's Report

Dealing with the continuing severe problems with middle schoolers is consuming too much of the library director's time. With help from middle school personnel and the police, Ms. Loud hopes that solutions will be found.

Amended to: "My Boys"

Ms. Loud submitted purchase orders to the trustees for items to be paid for with funds form the furnishings and equipment account: CD ROM workstations, a low vision reader, and portable book cart bins and computer printers.

Other

The Recycling Committee asked if recycling bins for light bulbs and batteries could be located inside the library. After discussing the request, the trustees concluded that such a location would be inappropriate and inadvisable.

Date of Next Meeting and Adjournment

The next meeting will be February 11 at 7:30 p.m.

The meeting adjourned at 10:50 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
December 10, 1996

Tour of Robbins House

Trustees met at 7:45 p.m. for a tour of the recently redecorated and refurbished Robbins House with Patsy Kraemer, Director of Human Services for the town of Arlington, and Bob Botterio of the Historical Commission. Since Ms. Kraemer had expressed interest in borrowing art works belonging to the library and currently in storage, both she and Ms. Loud thought a tour of the Robbins House would be helpful to the board in making that determination. Attending were Chairman Frank Donnelly and trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Robert McKersie, Barbara Muldoon, and Joyce Radochia. Also attending was the library director, Maryellen Loud.

Call to Order and Approval of Minutes

After the tour trustees convened in the conference room in the library at 8:35, at which time Chairman Donnelly called the meeting to order. Trustees welcomed the newest member, Robert McKersie, to the board. Joining the meeting was the assistant library director, Cindy Diminture.

The minutes of the November 12, 1996 meeting were approved as read. Ms. Muldoon moved approval and Ms. Deal seconded the motion.

Communications

An individual requested the use of the Community Room to present a free slide show on bicycling on a Swedish island. Trustees reviewed the meeting room policy regarding group and individual use, and recalled previous occasions when we turned down individuals requesting to use the space. Since technically it is against policy to allow an individual to engage the space, trustees discussed whether such a use could be appropriate. After some discussion, Ms. Deal moved that Ms. Loud should have the discretion to decide these cases on an individual basis., provided that the purpose of the program is not related to a profit-making business. Mr. McKersie seconded the motion and the board approved unanimously.

Community Time

No members of the community were present .

Director's Report

Ms. Loud reported that middle schoolers are causing problems after school---chasing each other, playing with the elevator, and generally being rowdy, rude

and defiant. Ms. Loud and her staff are exploring different ways of handling this problem.
Lynette Benton has volunteered to do more publicity/public relations work for us, including helping with the publicity for the author program. She would be willing to ask friends in the field for advice on changing the library logo. Although in the Long Range Plan this is listed as a goal for the year 2000, there is interest in effecting this change before then. Mr. Castiglioni moved that the board authorize Ms. Loud to explore the design of a new library logo. Ms. Muldoon seconded the motion, and the board approved unanimously.

Ms. Benton determined from a call to the Arlington Advocate that they are interested in an article about the library. For the article Ms. Benton would interview staff, trustees.

Fundraising

After Ms. Loud distributed three and four panel format samples for the fundraising brochure, the board selected the three-panel format. After the board approved the format and discussed possible changes Ms. Loud said that she would experiment with re-arranging the text and submit it to Mr. McKersie for his review. The board discussed ideas for distributing the brochure.

The board is interested in the possibility of setting up a 501 C3, a Robbins Library Foundation; with ongoing fundraising it would be prudent to have this status. As a municipal entity the library is ineligible for corporate matching gifts. The board directed Ms. Loud to pursue this possibility with Town Counsel John Maher.

Ms. Loud told the board that she thinks it would be useful to add non-board members with experience in fund raising to the fund raising sub-committee. Long term development is a "harder sell" than a project like the building campaign which focused on one goal. Ms. Deal said that the trustees would need to develop a plan/purpose for the use of these funds. Ms. Radochia moved that the Library Director explore adding additional people to the fundraising subcommittee with expertise in the area; Ms. Deal seconded the motion, and the board unanimously approved.

Author Program

Mr. Bill Eidson, an Arlington resident and author of The Guardian, offered to speak in January or February about the creative process. After the board discussed his offer Ms. Deal moved that the board authorize Ms. Loud to negotiate with Bill Eidson to give a program. Ms. Muldoon seconded the motion, and the board approved the motion, which included a recommendation for a stipend of $100.

Further discussion of another phase of the author program led to a consensus of the board to engage author William Martin for a program at a fee of $250 (Mr.

Martin's suggestion) pending the approval of the town manager, Donald Marquis.

Outline - 1996 Annual Report

Ms. Loud presented the outline of the Annual Report, which will have the same general format as in previous years. Ms. Loud may try to include additional material on trustees' goals and projects and she will send the report to the trustees, who may, if they choose, review the report and offer additions and/or recommendations. The report will be submitted for approval at the January board of trustees' meeting.

Ms. Loud told the board that she received positive feedback from staff who attended a workshop on dealing with difficult patrons.

FY98 Budget

Ms. Loud noted that the utilities request will be $110,000. Of the $86,984 requested increase over last year, $51,534 is in personnel (two new positions, steps, and longevity). Expenses account for an additional $35,450 with $15,000 of that being utilities.

Robbins Print Collection

This agenda item had two parts: 1) the prints Patsy Kraemer wants to borrow, and 2) a proposal for organizing the print collection.

1) Ms. Loud's recommendation was that the art works selected by Ms. Kraemer and other individuals involved in the redecoration of the Robbins House be given to them on loan. The library does not have large expanses wall display space. However, the portraits of Maria and Eli Robbins should remain in the library, as should the portrait of Louisa May Alcott. Ms. Muldoon suggested that we secure an identifying plate on the back of the larger works.

Mr. Castiglioni moved that the board authorize Ms. Loud to get estimates for the restoration of art works from the Robbins art and print collections which the library will lend, with proper identification on the individual art work, to the Robbins House. Ms. Lawrence seconded the motion and the board approved unanimously.

Mr. Castiglioni made a second motion regarding art prints viewed by the trustees in the conference room; he moved that the trustees authorize that certain art prints which are stored in the library be made available for lending to the Robbins House with proper identification marking the individual art work. Ms. Radochia seconded the motion and the board approved unanimously.

Ms. Loud showed the board a framed print from which Ms. Kraemer would like to take the frame for use in framing the Gideon Cohen painting of the reference room.

Ms. Loud showed the board a framed print from which Ms. Kraemer would like to take the frame for use in framing the Gideon Cohen painting of the reference room.

2) At the January meeting Ms. Loud will present a proposal for hiring a consultant to organize the print collection.

Date of Next Meeting and Adjournment

The next meeting will be at 7:45 on January 14, 1997.
The meeting adjourned at 10:45 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
November 12, 1996

Call to Order

In the absence of Chairman Frank Donnelly, Vice Chairman Pat Deal called the meeting to order at 7:52 p.m. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, and Joyce Radochia, and Library Director Maryellen Loud and Assistant Library Director Cindy Diminture.

Approval of Minutes

The board read the minutes of the October 8, 1996 meeting. Mr. Castiglioni moved acceptance of the minutes with a correction of the spelling of Ms. Lawrence's first name (Katharine instead of Katherine) and Ms. Radochia seconded the motion. The board approved the minutes as corrected.

Communications

There were no communications.

Community Time

No members of the community were present.

Director's Report

Ms. Loud reviewed the October Director's Report with the board, noting that she had forgotten to include mention of the book drops in her report. Domenic Vecchione, an architect on the Permanent Town Building Committee, is working on the design of a sturdier and more attractive structure for the book drops.

The library continues to need pages who can work nights and volunteers who are able to shelve books.

Work to improve telephone communication continues.

Ms. Muldoon asked if any improvements were being made to the outside lighting, particularly at the top of the front steps.

Furniture/Equipment Recommendations

The Treasurer's Office has transferred $102,000+ from the Permanent Town Building Committee to the Robbins Library Board of Trustees.

The Town Manager has discussed Ms. Loud's requests for furniture and equipment with her. After distributing a copy of these requests, Ms. Loud reviewed them with the board.

(1) Work Stations

The cost estimate for the work stations is a good approximation of the actual cost. The library has CD ROM subscriptions and needs public work stations. In response to Ms. Deal's questions about security, Ms. Loud said that the stations can be kept locked, to be opened only upon request by a patron.

(2) The library's request for capital funding included a proposal that the town and the building project account share the cost of Internet. The proposal provides for funding of eleven PC's and printers through the building project account, three through the Capital Plan, and five every year thereafter through the Capital Plan. Within five years all the dumb terminals should be replaced. A dumb terminal is connected to the Minuteman Library Network Computer in Framingham but has no computer processing unit in it.

Trustees discussed the need for improved signage throughout the library.

Exhibit panels for the elevator lobby should be sturdy but collapsible.

Ms. Loud explained to the board that the young adult area needs to be defined and decorated in such a way so as to make it more attractive to that age group.

FY 98 Budget

The FY 98 Budget is due in the Town Manager's Office by the end of November. Ms. Loud gave a preliminary overview of the budget. At the next meeting of the board the Library Director will provide a copy of the complete budget.

Fundraising Brochure

In their suggestions for the brochure text neither Susan Webber nor Lynette Benton deleted any text; instead, both added additional text. Trustees reviewed the text and offered editorial suggestions for revision.

Author Program

The board discussed Judi Paradis' second report on the work she is doing in exploring the cost and availability of authors suggested by the subcommittee and the trustees as potential speakers for the spring author program.

The consensus of the board was to place a cap of $3,500 on a speaker's fee and to look for extra funding from outside sources such as the Arlington business community.

Other

The board will honor outgoing trustee Helen Kass at a luncheon at Cafe Barada on Friday, November 15.

Date of Next Meeting

The next meeting will be December 10, 1996 at 7:45.

Adjournment

Mr. Castiglioni moved to adjourn the meeting at 10:30 p.m. Ms. Lawrence seconded the motion and the board approved.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
October 8, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:45 p.m. Attending were trustees Patricia Deal, Katharine Lawrence,* and Joyce Radochia. David Castiglioni would arrive later in the meeting. Also attending were the library director, Maryellen Loud, and the assistant library director, Cindy Diminture. The board welcomed the newly appointed trustee, Katharine Lawrence. *

Approval of Minutes

The board read the minutes of the August 13, 1996 meeting. Upon a motion of Ms. Deal (seconded by Ms. Radochia) the board approved the minutes of the August 13 meeting as read.

The board read the minutes of the September 11, 1996 meeting. Ms. Loud asked that the board revise the minutes to include the fact that the trustees had previously approved funds for staff appreciation, and Ms. Muldoon had reported at the September 11 meeting that $400 was available from the staff appreciation fund to sponsor a staff appreciation party. Ms. Radochia moved to approve the minutes of the September 11 meeting as amended; Ms. Deal seconded the motion. The board approved.

Communications

Ms. Loud received a communication from a fund raising consultant who is targeting libraries.

Community Time

No representatives of the community were present.

Director's Report

Ms. Loud gave an update on the building project. Attorneys for the town and for the contractor are still negotiating on the final details, such as the repair of the cracks in the patio wall around the garden.

Amended
* Katharine Lawrence (in place of Katherine)

The town can not close out with the state until Tocci is off the books. Other details include the following:

- the ramp was replaced
- handrails need to be done
- some leaks are under warranty; some are not
- problems with automatic doors
- interior doors are too heavy
- security gates need to be moved

Ms. Loud sent copies of the fundraising brochure to Susan Webber and Lynette Benton, both of whom have backgrounds and expertise in this area. Ms. Benton read and returned the draft with her suggestions for revision and an offer to proofread and help with the design of the brochure when it is finished.

Although Ms. Loud will meet with Ms. Lawrence at a later date for a new trustee orientation, she gave a brief overview of the trust funds, both restricted and unrestricted.

Since Mr. Castiglioni is now the accountant for the Russell Fund, he brought bills for trustees' signatures for assorted expenditures, which included books on art, cassettes, payment for the Russell Fund Coordinator's hours, etc. Mr. Castiglioni briefed Ms. Lawrence on the Russell Fund.

Other subjects of interest to the board included the following:

- Town Day raffle tickets - 485 distributed
- Friends of the Library Town Day Book Sale netted $2,200
- FY97 activities which are part of the Long Range Plan are proceeding at a reasonable pace and rate of accomplishment
- A fundraising furnishings fund will be set up via the transfer made by the Permanent Town Building Committee. These funds can be spent only on furnishing and equipment for the main library
- Staff are willing to set up a training session on Internet for interested trustees some evening (preferably Wednesday) in November.

A two-day workshop on computer troubleshooting and maintenance is being offered; a Robbins staff person is willing and eager to attend. Both Ms. Loud and Ms. Diminture strongly recommend this training as a good investment ($395) for the library since every computer station in the library will eventually be a personal computer station, and the

anticipated need for support and assistance by the public will undoubtedly increase significantly.

Ms. Loud and Ms. Diminture will be meeting with the Data Processing Advisory Committee concerning a long range technology plan which a consultant has written for the town. After the committee approves the plan, it will be submitted to the Capital Planning Committee. The library section in the report is, for the most part, very good and satisfactory in its recommendations. However, the Capital Planning Committee does not have enough money to fund the entire plan.

In response to a question from Mr. Castiglioni the trustees discussed the article in the Northwest Weekly section of the Boston Globe which stated that Robbins Library is available for function rental. Organizations meeting certain criteria must obtain their own liability insurance.

Author Program

Ms. Deal reported that we still hope to have the author program in the spring. Ms. Loud distributed a memo from Judi Paradis about her efforts to contact authors.

Newton Public Library has a committee of nineteen; the committee's modus operandi is to send out members to hear authors speaking in the area (local authors only). If the individual likes the author, he or she will try to engage that speaker on the spot.

Since some authors do not like to commit themselves to speaking engagements too far in advance, according to Judi Paradis, we are not necessarily behind schedule.

Date of Next Meeting and Adjournment

The next meeting will be Tuesday, November 12.
Ms. Radochia moved adjournment at 9:15. Ms. Deal seconded the motion, and the board approved.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

The board read the minutes of the September 11, 1996 meeting. Ms. Loud asked that the board revise the minutes to include the fact that the trustees had previously approved funds for staff appreciation, and Ms. Muldoon had reported at the September 11 meeting that $400 was available from the staff appreciation fund to sponsor a staff appreciation party. Ms. Radochia moved to approve the minutes of the September 11 meeting as amended; Ms. Deal seconded the motion. The board approved.

Robbins Library Board of Trustees
Meeting
September 11, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:45. Attending were trustees David Castiglioni, Barbara Muldoon, and Joyce Radochia. Also attending were Maryellen Loud, Library Director, Marianne Uttam, Head of Children's Services, and Judi Paradis, Russell Fund Program Coordinator. Absent was trustee Patricia Deal, who was in Washington, D.C. Arriving at 8 p.m. was Helen Kass.

Communications

There were no communications.

Community Time

No representative of the community was present.

Russell Fund (Marianne Uttam and Judi Paradis)

Ms. Uttam summarized the Russell Fund programming proposals, which offer to present two specific programs to children in the Arlington schools on an annual basis. Proposal I would provide a visit from a storybook character for grades one and two; Proposal II would send a performer to each elementary school as a kind of "preview of coming attractions," i.e., the annual Spring Fair sponsored by the Russell Fund. In order to schedule these programs, Children's Services staff and Ms. Paradis would coordinate with the school department and the P.T.O. Town-wide Enrichment Committee to avoid possible duplication or time conflicts.

Over the past few years Children's Services staff have created "a good working relationship" with elementary school librarians. The Russell Fund helps to keep Robbins Library, Children's Services and the children's librarian more visible in the community. Further, the Russell Fund is able to finance year-round programming, even in the summer months.

In addition, Ms. Paradis has been trying to visit each elementary school at least once during the year to familiarize school staff and P.T.O.'s with the Russell Fund programs and activities. When she delivers kindergarten kits to schools at the beginning of the school year she attempts to meet with the principals. Also, she provides the PTO enrichment committees of individual school P.T.O.'s with a schedule of Russell Fund programs. Additional advertising vehicles include a monthly mailing to all public, private, and home schooling organizations, and elementary school newsletters which include publicity for Russell Fund programs.

Whenever they get inquiries from schools, Ms. Paradis and Ms. Uttam make it clear that Russell Fund guidelines do not allow funding of school programs. This year the library will sponsor the Arlington Philharmonic Sunday afternoon children's program; this will be available free of charge to all Arlington children.

The current proposal for programs to be presented in the elementary schools does not include private or parochial schools, but if there is sufficient interest, an after-school program for private/parochial schools is a possibility.

The guideline for expenditures on in-school performances would be that only 10 - 20% of the budget could be earmarked for such programs.

Trustee Helen Kass' Resignation

The board read a copy of Ms. Kass letter of resignation at the conclusion of her fourth term as trustee which she sent to Donald Marquis, the Town Manager. Since this meeting would be her last meeting, fellow trustees individually and collectively expressed their deepest appreciation to Ms. Kass for her extraordinary and unique contributions to the library, as a member of the board and as a member of the fund-raising campaign. Since there will now be two vacancies, the board expressed the hope that the town manager will make the appointments soon.

Approval of Trustee Goals

Ms. Muldoon moved and Ms. Radochia seconded the motion to accept the Fiscal Year 1997 goals of the Robbins Library Board of Trustees.

Review of Fundraising Brochure

Trustees discussed the wording of a draft of the text of the fundraising brochure. Ms. Loud will send the draft to two volunteers with backgrounds in development and public relations, Susan Webber and Lynette Benton.

Author Program

A volunteer at the Newton Public Library gave Ms. Loud advice based on her experience coordinating an author program. To plan a program for spring, one should book the author by October. Doris Kearns Goodwin is busy writing two books, Mary Higgins Clark has not yet replied, and David McCullough is also unavailable. The board discussed other possibilities and suggested hiring Judi Paradis to help with contacting authors.

Town Day Booth

If trustees are available to volunteer time at the booth, Ms. Loud said that she would provide the set-up, including brochures and a fish bowl in which to place raffle tickets for a $25 gift certificate to Royal Discount Bookstore. Ms. Radochia will purchase the gift certificate and make the raffle tickets. Trustees decided

that it would be worthwhile to include a question on the ticket, "What author would you like to hear speak at the library?" Mr. Castiglioni, Ms. Deal, and Ms. Radochia will work at the table. Ms. Loud and Ms. Diminture will divide their time between the booth and the Friends of the Library book sale.

Director's Report

•Ms. Loud will order two boxes for storing over-sized prints; if the prints fit, she will order enough boxes to store all of them. Shelving will cost approximately $2,000. Ms. Muldoon moved that the director spend up to $500 for boxes, and up to $3,000 for shelving. Ms. Kass seconded the motion; the board approved the motion.

•Ms. Loud asked the trustees to sponsor the annual staff holiday party to be held in the Reading Room.

•A patron asked the library to consider waiving the .30 reserve fee for seniors. The consensus of the board was to deny this request.

•Patsy Kraemer asked if the piano currently in the Fox Library basement could be moved to Robbins House for the use of people who rent the facility for functions. Before we can consider this request we need to determine who owns the piano. Ms. Loud will look into this matter.

Date of Next Meeting and Adjournment

The next meeting will be Tuesday, October 8.
The board moved to adjourn at 10:05 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
August 13, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:18 p.m. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, and Joyce Radochia. Also attending were Assistant Library Director Cindy Diminture and Library Director Maryellen Loud. Trustee Helen Kass was absent.

Approval of Minutes

The minutes of the meeting of June 10, 1996 were read. On a motion of Ms. Deal (seconded by Ms. Muldoon) the minutes were accepted as read.

Communications

David Castiglioni currently serves as treasurer of the Elbridge Farmer Trust Fund, a private trust with its own board of trustees. Interest on the Elbridge Farmer Trust Fund investments are turned over to the Robbins Library Board of Trustees on an annual basis. The fiscal year '96 yield was $3,593.60; Mr. Castiglioni delivered the check to Natalie Peters in the Treasurer's office. In his report to the board, Mr. Castiglioni included a description of his responsibilities and the workings of the EFT. Ms. Muldoon moved acceptance of Mr. Castiglioni's report. Ms. Radochia seconded the motion and the board approved the motion which included acceptance of the income and a recommendation that we send a letter of acknowledgement.

Ms. Loud gave the board a preliminary draft of a letter she wrote to James McGough and the Cyrus Dallin Committee, asking that the committee return Cyrus Dallin's statue "My Boys" to the library. By consensus the board approved both the style and content of the letter.

Ms. Loud called the board's attention to a new mantel clock in the Conference Room, donated by an appreciative employee of Robbins Library, Catherine Kiah, and a library patron, Diana Jalelian, in memory of Diana's mother Eleeza Alexanian.

Marcel Kopp sent a brochure describing his poetry recitals, workshops, poetry, and collaborative writing. A self-described "troubadour," Mr. Kopp is available for coffeehouses, colleges, parties, festivals, radio, and television.

Ms. Loud discussed with the board various issues arising from meeting room use. A therapist requesting use of the meeting room to give a free lecture to the Arlington community on men's issues was refused on the basis that he is a paid therapist, not a non-profit entity. Representatives of organizations using the meeting room have placed Ms. Loud in the uncomfortable position of being

asked to see if an organization that is booked would be willing to re-schedule to accommodate another organization that has run into logistical problems. In support of Ms. Loud's desire to honor the commitment to the first organization, the board approved a motion by Ms. Muldoon (seconded by Ms. Deal) to honor the initial commitment. No contact will be made by the library.

Trustees also recommended changing the booking policy to allow organizations to book only six months in advance, instead of the current twelve months. Ms. Deal made the motion to recommend this change (seconded by Mr. Castiglioni) and the board approved unanimously.

Ms. Loud wanted to change the rules that disallow use of library equipment and allow the use of the television and the VCR. It was the consensus of the board that groups using meeting rooms be allowed to use the television and the VCR.

Trustee Goals for FY97

The trustees reviewed the FY96 goals as a basis for FY97 goals. While considering the necessity of retaining the goal concerning the building project, trustees were told that the project is not completely closed out, since the involved parties are still running through a punch list and getting defects corrected. Under trust fund administration the trustees added a goal to develop a plan to increase the endowment.

Report of Trust Fund Liaison for FY96

In her report Ms. Muldoon noted that the figures she was giving were approximate. The Russell Fund earned $31,415 in annual interest; unrestricted funds earned $10,957; restricted funds earned $19,185.

Approval of Trust Fund Budget

The board discussed some of the staff requests for funding. Ms. Muldoon recommended using half of the reader-printer/copier fund for purchasing videotapes. Also, it is possible to grant the request for $3,000 to purchase additional prints for the circulating print collection. As the year progresses, the board will continue to entertain additional funding requests. Ms. Muldoon will work with Jim Flahive on the final financial details.

Ms. Deal moved to approve the trust fund budget for FY97; Mr. Castiglioni seconded. The board unanimously approved a budget of $12,650 in unrestricted funds and $8,133 in restricted funds.

Ms. Loud is hoping to schedule a workshop for September or October given by the director of the Lawrence Public Library, who has experience and expertise in the area of dealing with difficult patrons. A half day workshop costs $500. Also, Ms. Loud will be coming to the board later about a staff appreciation event.

Approval of Russell Fund Budget - FY97

Ms. Muldoon asked if another board member would be willing to undertake the responsibility of tracking Russell Fund expenditures, and Mr. Castiglioni agreed to do this. Also, Ms. Muldoon advised the board that Jim Flahive does a "phenomenal job" with the extra responsibilities involved in dealing with trust fund expenditures, and that he is deserving of special recognition/appreciation.

The board reviewed a proposed approximate budget for the Anne A. Russell Children's Educational and Cultural Enrichment Fund, which included the salary of the coordinator, baby bundles, kindergarten kits, performers, an arts and music fair, and special materials. Ms. Muldoon read a partial list of performers scheduled for FY97. The theme of the year will be arts and music.

The board received a proposal from the Russell Fund coordinator, Judi Paradis for a partnership with the public schools. The trustees reviewed and discussed the proposal and said that they would like to meet with Judi Paradis and Marianne Uttam, head of Children's Services, to discuss this proposal more thoroughly.

Ms. Deal made a motion to approve the Russell Fund budget of $31,415. Ms. Radochia seconded the motion and the board approved.

Review of Russell Fund Report - FY96

Trustees read the Russell Fund Report and unanimously moved to approve it as amended (Ms. Muldoon/Ms. Deal).

Review of Trustee Calendar

The trustee calendar should be revised to indicate that the board reviews trust fund requests and sets its goals in July or August.

Report of Fundraising Committee

Ms. Deal reported that the fundraising committee met for the second time this evening. One of the projects of this committee is the development of a brochure outlining opportunities and procedures for making bequests, special occasion gifts, and the like. Ms. Loud agreed to write the text. By the next meeting a draft may be ready for discussion. If we get any serious bequests we will need guidance from town counsel John Maher.

Author Program

Ms. Deal updated the board on the work of the author program committee. Ms. Diminture sent a letter to David McCullough a week ago. A letter to Mary Higgins Clark will be sent next. The Friends will include information about the author program in their annual membership letter, along with a request for volunteers to assist in this program.

Director's Report

The board agreed to read the Director's Report for June at home.

Other

•Acting on a suggestion made by Ms. Deal, Ms. Loud applied for a table for the library on Town Day. Both Ms. Radochia and Ms. Deal expressed interest in setting up a Town Day table.

•Ms. Loud described the current procedure for purchasing books with funds from small donations. Upon receipt of the donation she sends a letter of appreciation/acknowledgement. Donors who inquire about the procedure will be told that purchasing is done on a quarterly basis.

•Internet policy: In keeping with the American Library Association Library Bill of Rights, the library does not control or monitor access to materials available on the Internet.

•Trustees read the report on the use of the Conference Room, and thanked Ms. Loud for the information.

Date of Next Meeting and Adjournment

The next meeting of the board will be Wednesday, September 11.
Upon a motion by Ms. Deal (seconded by Mr. Castiglioni) the board adjourned at 10:04 p.m.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

July 1996

No meeting Library Bd. of Trustees

Robbins Library Board of Trustees
Meeting
June 10, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:55 p.m. Attending were trustees David Castiglioni, Patricia Deal, Helen Kass, Barbara Muldoon, and Joyce Radochia. Also attending were Assistant Library Director, Cindy Diminture and Library Director Maryellen Loud.

Approval of Minutes

The board approved the minutes of the meeting of May 14, 1996 as read.

Communications

Chairman Donnelly reported that the Rotary Club of Arlington had honored him with the award of Rotary Club Citizen of the Year. Mr. Donnelly was also pleased to report that his son, Richard Donnelly, had donated money for a scholarship fund for Arlington High School students intending to enter the field of special education. The board congratulated Frank for his award and for his son's generosity to the youth of Arlington.

Community Time

No members of the community were present at the meeting.

Director's Report

Ms. Loud reported that Town Meeting pased the library budget with the increase for page wages.

During a Town Meeting discussion of an article proposing to set up a revolving fund from fees collected for use of the public meeting rooms, a Town Meeting member asked Ms. Loud about her position on the Fox Library and about the results of the Fox branch survey. Ms. Loud said that the survey indicated that the current use of the Fox building as a library and as a community center seems to be serving both the town and Fox branch library patrons well.

The sculpture "My Boys" is currently on display at the Jefferson Cutter House. The board agreed that it would like the sculpture to be returned to the library, since patrons have long been accustomed to seeing it displayed at the circulation desk.

In order to organize the boxes of prints currently in the print storage room Ms. Loud may look into having some shelving constructed by the carpenter who built the picture rail in the Conference Room.

The board voted to close the library at 5 p.m. on July 3, and re-open on July 5. Ms. Kass made the motion, Ms. Deal seconded the motion, and the board unanimously approved.

In submitting Osee Mallio's request for $100 for a summer reading program for middle school and high school age students, Ms. Loud said that Ms. Mallio is very enthusiastic about building a young adult program. Upon Ms. Muldoon's recommendation and motion (seconded by Ms. Kass) the board unanimously approved the request.

Ms. Kass moved that the board appropriate $300 from unexpended income for the purchase of books for summer reading lists. Ms. Deal seconded the motion, and the board unanimously approved.

Since the theme of this summer's reading club is "Up, Up, & Away)" Children's Services would love to have a hot air balloon in August. A discussion ensued about this possibility and about potential funding sources for such an event. The copy machine account is one possible source of funds for the balloon.

Ms. Muldoon spoke with Natalie Peters of the Treasurer's Office about trust fund investments and projections for next year. There is a possibility that the Russell funds could yield higher interest than in previous years.

Ms. Loud reported that attendance at indoor children's programs from mid May on suggests that it may not be worth the effort and expense to schedule such programs during the nice weather. Russell Fund programmers --- Judy Paradis and Maryann Uttam --- will be looking at this situation when planning next year's events.

Election of Officers

The Nominating Committee, Helen Kass and David Castiglioni, presented the slate for the 1996-97 year:

Chairman: Frank Donnelly
Vice Chairman: Patricia Deal
Secretary: Joyce Radochia
Trust Fund Liason: Barbara Muldoon

The board unaimously approved the motion of Ms. Kass seconded by Mr. Castiglioni to approve the slate of officers.

Author Program for April 1997

Ms. Deal continues to chair the author program subcommittee and will entertain any suggestions or assistance in arranging a program for this upcoming year. The board discussed whether we should send a card to the Friends about the author program so that they might consider volunteering for some aspect of the program. They may not be meeting again until September and might need some lead time. Mr. Donnelly spoke with a Simon & Shuster employee who

sent along some suggestions and offers of help. Nancy Gentile has volunteered for the author program subcommittee and is willing to call authors and/or agents. Some suggested authors are: Doris Kearns Goodwin, David McCullogh, Mary Higgins Clark, Sarah Lawrence Lightfoot, Sue Miller, Dan Wakefield, and the author of A Civil Action, Jonathan Haar.

Preliminary Review of Russell Fund Budget - Theme of Arts and Music

The theme selected for the 1996-97 year is "Arts and Music." The board chose not to take any action on the Russell Fund budget at this point, but the consensus of the board was that Judy Paradis, the Russell Fund program coordinator, should feel free to book performers ahead without formal approval of funds.

Preliminary Discussion of Administration and Trustee Goals for Next Fiscal Year

Before beginning the discussion of goals for next year, Ms. Loud reviewed some of the FY96 activities that will be taking place within the next few weeks. Not surprisingly, the Robbins print collection will not be organized by June 1996.

For FY97, Ms. Loud hopes to find a way to increase the videocassette collection. Ms. Loud will looking at trust funds as a potential funding source for a disaster plan---a plan for the protection of valuable library collections ---books, art, etc.

Ms. Loud and the board agreed to continue working toward the goal of making final decisions about the Robbins print collection. The board expressed interest in using fundraising money to purchase display boards for art exhibits.

Ms. Deal is interested in adult programming in addition to the author program; she is particularly interested in genealogy and the possibility of offering a workshop.

Ms. Kass asked Ms. Loud to bring to the next trustees' meeting a record of the groups using the meeting rooms.

In response to a question from Ms. Kass about staff morale, Ms. Loud replied that they are still feeling overwhelmed, but coping. Catherine Kiah is undertaking the coordination of the Internet project. It is possible that Internet will be up and operating in September.

The board will defer final discussion and approval of trustee goals for FY97 to the August meeting.

Other

The trustees and the director thought that a luncheon for the staff as a morale booster might be welcome.

Ms. Loud gave a copy of the Long Range Plan to each trustee to read, and eventually to return.

Date of Next Meeting

The next meeting of the board will be on Tuesday, August 13.

Adjournment

The board unanimously moved to adjourn at 10:00.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
May 14, 1996

The meeting was called to order by Chairman Frank Donnelly at 7:50 PM. Attending were Trustees David Castiglioni, Patricia Deal, Frank Donnelly, Helen Kass and Barbara Muldoon. Also attending were Library Director Maryellen Remmert-Loud and Assistant Library Director Cynthia Diminture. Trustee Joyce Radochia was absent.

Minutes of the April meeting were not yet ready for approval.

I. Director's Report

-Doors - Problems continue with the manual operation of the exterior doors . There may be a question about warranty liability. The electrician encountered unforseen circumstances when drilling into the floor, during automation of the doors.

-Elevator - The LLR (lower level rear) key switch has been repaired so patrons can go directly to the Community Room instead of going through the Children's Room.

-Sarah Corvene, Head of Technical Services, has given her notice. Administration will meet to discuss potential reorganization of the position.

-Long range plan- Ms. Loud apprised the Trustees of changes/corrections and signature questions. It is hoped that the Executive Summary will be ready next week, so that it can be distributed at Town Meeting.

-Symmes Hospital reception- Despite some problems with table lamps, the evening seemed to go smoothly and the group enjoyed the event. Ms. Loud spent about two hours in preparation and attended the party. A question arose regarding the mechanism for accepting the monetary donation from Symmes. Trust funds could be used as a pass-through with the Town Manager retaining ultimate control of the funds. Monies would be used for outdoor beautification, such as landscaping, plants and flowers.

Barbara Muldoon made a motion to approve the expenditure of $612 for replacement of the "Umbrella Children" fountain/statue (to come out of the Symmes donation) ; Seconded by Helen Kass. Unanimously approved.

-Amnesty Week (fine-free) will take place during the last week in June.

-Dallin sculptures - The library does have ownership documentation for "My Boys". The Trustees would like to display the statue in the library. The history of the other pieces is a little less clear. The Dallin Committee has already had bonnets made for some of these, at their expense. A future Dallin Museum would probably be the best setting for them ; climate-controlled and secure.

-Bulletin Board Policy question - A complaint was made to the Library Director from a patron whose flyer promoting a commercial endeavor was denied bulletin board space. Discussion ensued and Trustees decided to adhere to established bulletin board policy. Ms. Loud will so inform her.

II. Fundraising Sub-Committee Report

The group met in April and examined brochures from other libraries. Members were charged with reviewing the materials and deciding on a vision for the Robbins Library. Tax deductions and matching gifts are two areas to be explored. Pat Deal suggested inviting Susan Newsom Webber to the next Sub-Committee meeting.

III. Author Program

The Trustees will conduct an author program in April 1997, perhaps in a cooperative effort with the Friends of the Library. Pat Deal will contact potential speakers. Other trustees offered assistance with this. Wendy Watson will be approached regarding funding assistance and names of Friends members to serve in various capacities. (publicity, food, etc.)

IV. Appointment of Nominating Committee

Helen Kass will chair this committee and will present a slate at the next meeting. The Town Manager is reviewing a list of proposed nominees for the vacant Trustees position.

V. Other

Barbara Muldoon asked about the Russell Fund theme for the upcoming fiscal year. Ms. Loud will find out and report back.

Motion to adjourn at 9: 30 PM by Pat Deal ; seconded by David Castiglione. Approved.

Next meeting - Monday, June 10, 1996.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
Meeting
April 9, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:55 p.m. Attending were trustees David Castiglioni, Helen Kass, Barbara Muldoon, and Joyce Radochia. and Pat Dea Also attending was Library Director Maryellen Loud. The Assistant Library Director, Cindy Diminture, was on vacation.

Approval of Minutes

The minutes of the March 12, 1996 meeting were read. Reference to a recommendation by Ms. Loud to save $5,000 - $5,400 by eliminating the option for part time staff to make up hours lost on holidays was amended to include the high turnover rate for pages as another source of unexpended funds which could be used to increase page wages. The minutes were approved (Ms. Radochia/Ms. Kass) as amended.

The minutes of the meeting of March 25, 1996 were approved as read (Ms. Radochia/Ms. Kass).

Communications

Ms. Muldoon announced the receipt of $1,800 as the Virginia Clay trust, and $253 in memory of Frank Bonzagni, late member of the Permanent Town Building Committee.

Community Time

No members of the community were present at this meeting.

Director's Report

At the previous meeting Ms. Loud had submitted a summary of her February Director's Report; Ms. Loud submitted a full written report at this meeting. At this point in the meeting trustee Patricia Deal arrived.

Director Loud reviewed with the board some of the highlights of the March report.

Ms. Loud is trying to hire a part-time custodian for Saturday and Sunday.

A telethon by Continental Cablevision, "Plug into Literacy," will benefit public libraries. Cablevision personnel interviewed Ms. Loud for a one minute slot. Cablevision has submitted an article about this project to The Arlington Advocate; Ms. Loud will also submit an article. This telethon, which includes programming alternating with a plea for contributions, will air on Channel 3 at 5 p.m. on April 21.

The board discussed issues relating to Dallin art works after Ms. Deal raised several concerns.

Continental Cablevision is interested in the Dallin Library as the site of their Arlington operations when they move from the Mystic Street location. James McGough and the Cyrus Dallin Committee want the Dallin Library for their proposed Cyrus Dallin art museum.

Ms. Loud provided the trustees with a fact sheet on the Strategic Plan Legislation. The Massachusetts Board of Library Commissioners filed in the legislature, House Bill 4381, which will "establish a new structure for library and information services for the coming decades." This legislation would "open the present Regional Public Library Systems to participation by academic, school, and special libraries in the Commonwealth..." establish programs to provide access to specialized informational resources on a statewide basis", support library resource sharing activities among the Commonwealth's 2,500 libraries," and "enhance the capabilities of the Massachusetts LIbrary and Information Network..." This bill has gone through a couple of committees favorably, including the House Ways and Means Committee, and is now before the full House. Ms. Loud has written a letter to representatives requesting their support of this bill. She will be going to Library Legislation Day, and asked if any trustees were able to go.

Ruth Yanetti submitted a written report on her attendance at the March convention of the Public Library Association in Portland Oregon. She returned with many fundraising ideas and wants to make a training video.

Ms. Loud told the board that Sundays are the busiest days---busiest per hour (adding both returns and charge-outs).

Ms. Loud will be a grant reader for the next library construction round. She will be paid $200 plus travel expenses. She will be given several grant applications to read through May, June, and July. Dominick Vecchione of the Permanent Town Building Committee will also be a reader.

Since the state will not carry money earmarked for the Robbins building project over to the next fiscal year, the funds will be released and the last payment will be submitted to the town, even though the final settlement with Tocci may not have been reached at that point.

Long Range Plan Final Revision and Executive Summary

The printer thought that a large size brochure would be better than small for distribution to town meeting members. It was agreed that 500 of the large size brochure would be adequate for distribution to all town meeting members and the Friends of the Robbins Library. Ms. Kass moved that 500-1,000 brochures in the large format should be printed if the smaller brochure is not suitable; Ms. Muldoon seconded the motion; the board approved. Ms. Loud will ask the printer to set up the other format---the smaller size---for general distribution.

The title of the Executive Summary and the Long Range Plan will be: "Planning for the Future, 1996 - 2,000."

Ms. Loud asked for opinions on the number of Long Range Plans to be printed. Ms. Muldoon moved to authorize Ms. Loud to order twenty five copies of the plan. Mr. Castiglioni seconded the motion; the board approved.

FY 97 Budget

The Finance Committee voted an additional $6,000 for the library budget, to allow for a raise in both junior and senior page wages. Board members expressed appreciation for the support of Chairman Allan Tosti, and library liaisons, Bob Scoppettulo and Gail DuBois.

Quarterly Review of Trust Fund Expenditures

Ms. Muldoon reported on trust fund expenditures, noting balances and expected additional expenditures.

Author Program

Ms. Deal suggested that we revisit authoris we contacted a year ago. The board discussed the types of writers we might consider for this program to be held in April 1997.

Other

If any library questions arise at Town Meeting, the Finance Committee or the Library Director will answer.

Date of Next Meeting

A fundraising subcommittee meeting is scheduled for Tuesday, April 23, at 7:30 p.m.

The next full board meeting will be Tuesday, May 14, at 7:45 p.m.

Adjournment

Ms. Kass moved to adjourn the meeting at 10:00. Ms. Deal seconded the motion and the board approved.

Respectfully submitted,

JHR

Joyce H. Radochia
Corresponding Secretary

Robbins Library Board of Trustees
Meeting
March 25, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:35. Attending were trustees Patricia Deal, Helen Kass, Barbara Muldoon, and Joyce Radochia. Also attending were Library Director Maryellen Loud and Assistant Library Director Cindy Diminture. Trustee David Castiglioni was absent.

Long Range Plan

Since Ms. Loud had made the entire Long Range Plan available to the board for review, trustees have had the opportunity to make final suggestions and comments. After a discussion of some of the final changes of content and structure, the board moved to accept the plan. Ms. Kass moved that the Long Range Plan as amended be accepted with appreciation for the thoughtful hard work it reflects. Ms. Deal seconded the motion. The board unanimously approved the motion. Ms. Radochia volunteered to assist in the final proofreading of the document.

Ms. Loud asked the board for guidance in developing a brochure; the content of the brochure will be the Executive Summary section of the Long Range Plan.

Use of Conference Room/Elaine Shea's Request

Elaine Shea has requested the use of the conference room every Tuesday evening for an indefinite period of time as a meeting place for a support group for women who have experienced domestic violence. The board thought that the Community Room on the ground level of the library would be a more suitable location since it has three features that the conference room lacks: access to kitchen facilities, a separate entrance, and complete privacy (the children's room is closed in the evening). Ms. Loud will make this recommendation to Ms. Shea.

Memorial Day Weekend

Ms. Deal moved that the library be closed for a three day Memorial Day weekend. Ms. Radochia seconded the motion, and the board approved the motion.

Date of Next Meeting and Adjournment

The next regular meeting will be April 9, 1996 at 7:30 in the Conference Room. Ms. Deal moved to adjourn the meeting at 9:50 p.m. Ms. Radochia seconded the motion and the board approved the motion.

Respectfully submitted,

Joyce Radochia

Joyce Radochia
Recording Secretary

Robbins Library Board of Trustees
Meeting
March 12, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:35. In attendance were trustees David Castiglioni , Patricia Deal, and Joyce Radochia. Also attending were Library Director Maryellen Loud and Assistant Library Director Cindy Diminture.

Approval of Minutes

Trustees read and approved the minutes of the meeting of February 13, 1996.

Communications

Judy Bernstein, a performer who presents one-woman shows on such topics as America's first ladies, would like to do a paid program at Robbins. Ms. Loud told her that at present we do not do adult programming. Since board members expressed interest in developing adult programming in the future, they suggested that Ms. Loud give the information to the Friends of the Library. During the discussion, trustees Helen Kass and Barbara Muldoon arrived at the meeting.

Community Time

No members of the community were present.

Review of FY 96 Trustee Goals

Although the half year mark for reviewing FY96 trustee goals was in January, full agendas at the January and February meetings have prevented the board from looking at our progress until this meeting. In reviewing the goals and objectives the board noted the following:

- •Budget process -- Next year the director/the board should put something in writing regarding the need for additional staff; specifically, what the new position would mean (duties, responsibilities, i.e. job description)
- •Building program --- The board has continued to monitor the final stages through the Library Director's reports at monthly board meetings.
- •Community --- Continue ongoing discussion with Ms. Loud about her observations of the correlation of library hours and patron usage.
- •The Fox Library patron survey provided information relating to level and nature of usage. Parents with young children and seniors predominate; leisure/recreational reading are focus of branch use.
- •The Friends of Robbins Library--no trustees have yet made commitment to attend Friends' meetings on either regular or sporadic basis. Trustees

agreed that the Friends need help in distributing the work load more equitably; although the membership is large, a few board members do most of the work.

- Continue work begun by Ms. Deal--developing adult programming--with possible author talk to be scheduled for April 1997.
- Robbins Print Collection---Ms. Loud and the trustee print collection subcommittee will continue to work toward making recommendations about the disposition of the print collection.
- Ms. Muldoon brought a flyer from the Belmont Public Library on securing additional sources of income for the library.

Exhibit/Display/Bulletin Board Policy Discussion

Ms. Kass moved acceptance of the Exhibit and Display Policy, as compiled and written by Ms. Loud, with the advice of the board of trustees. Ms. Radochia seconded the motion and the board unanimously approved the motion.

Ms. Loud cautioned the trustees about potential problems with the use of Internet by children. One way of curbing inappropriate use would be to designate certain terminals---those in areas easier to supervise---for Internet use.

Review of Meeting Room Policy

To clarify the library's meeting room policy the board agreed that an organization need not be a formal non-profit organization. The meeting room application appendix asks for information from organizations that are not formal non-profit organizations. The board agreed that it is not necessary to rewrite the policy since it is not the board's intention to adhere to a strict, legal definition of non-profit organization.

Update of FY97 Budget

Finance Committee Chairman Allan Tosti asked the finance committee library liaison, Gail Dubois, if she and Ms. Loud would look at the budget again and try to find a way to increase the page wages without changing the bottom line. Ms. Loud determined that*by eliminating the option for part time staff of working unscheduled hours to make up for time lost on a holiday (if a staff person were regularly scheduled for that day) she could save $5,000 - $5,400. Part-time junior and senior pages will not be allowed to make up holiday hours lost. Through this approach, the library budget would be requesting an additional $6,000 instead of $11,000.

Update on Long Range Plan

Ms. Loud reviewed with the board the comments/suggestions she received from the community members she invited to read and critique the long range plan. Readers criticized the order of the sections most frequently; none had any problem with the Mission Statement, Goals and Objectives, and Activities. Although Ms. Loud incorporated many of the suggested changes into the manuscript, she was unable to make all of them.

*with the funds not spent due to a high turnover rate and

After board members receive and review the rest of the plan, board members should submit their changes/corrections by the Friday before the March 25 meeting, at which time the board will meet for the purpose of reviewing the Long Range Plan in its entirety.

Director's Report

Ms. Loud reviewed the highlights of the February Director's Report. The settlement with Tocci has not yet been reached.

Date of Next Meeting

The next meeting, Monday, March 25, 1996 at 7:30 p.m., will have a single-item agenda, The Long Range Plan.

Adjournment

Ms. Deal moved to adjourn the meeting at 9:55. Mr. Castiglioni seconded. The board unanimously approved the motion.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Recording Secretary

Robbins Library Board of Trustees
Meeting
February 13, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:35. Attending were trustees David Castiglioni, Patricia Deal, Helen Kass, and Joyce Radochia. Also attending were the Library Director, Maryellen Remmert-Loud, and the Assistant Library Director, Cindy Diminture. Trustee Barbara Muldoon was absent.

FY 97 Budget

Before the arrival of the Finance Committee representatives, the library director and the trustees reviewed the budget and budget-related subjects. Ms. Loud advised the board about the status of the page wage issue. Arlington page wages compare very unfavorably with those of other towns on a recent Minuteman Library Network survey. Ms. Loud sent a memo to the town manager about the possibility of using state aid to fund an increase in page wages. After establishing FY 97 salaries for regular town employees, Mr. Marquis will consider the request for an increase in page wages. The state minimum wage law definitely does not apply to town employees.

Meeting with Finance Committee Liaisons

At 8:30 Finance Committee representatives, Bob Scoppetulo and Gail Dubois, joined the board for a discussion of the FY 97 budget requests. Ms. Loud explained some issues concerning building repair and maintenance. The building repair budget for FY96 was spent by November 1995 on services and items not covered by the building grant money. Instead of requesting additional funds from the Finance Committee, Ms. Loud will be able to use state aid money not already budgeted for other projects and expenses. In response to Mr. Scoppetulo's question, Ms. Loud explained the state aid regulations and uses of the funds.

Although the library needs an additional adult services librarian, the town does not have the money to fund additional positions. New technology, Internet, personal computers, and the needs of young adults, an underserved population, have placed increased demands on the existing staff. Ms. Loud told Mr. Scoppetulo and Ms. Dubois that she wishes we could open the children's room for the same hours as the adult library. Equality of adult/children hours is both a state and a national standard, one that Robbins is unable to meet at this time.

Ms. Loud presented her case for an increase in the building repair budget, citing the cost of service contracts, the sophistication of the HVAC/energy

management system and other requirements of the renovated and expanded library.

In response to a question from Ms. Dubois, Ms. Loud discussed the Fox Library, and the division of responsibility for the expenses incurred by the multi-use building. Ms. Loud also described the utilization of its services, its circulation, materials requirements, etc. In sum, the dual function of the Fox Library building is working well, and satisfying its users.

When asked by Ms. Dubois about trust funds, trustees provided her with the general policies and principles governing their management and use. Ms. Radochia described The Anne A. Russell Children's Cultural Enrichment Fund, which has strict requirements governing its management. Oversight of the expenditures is reserved by Russell family representatives, who review the report on that fund annually.

Ms. Diminture reported on the use of library volunteers. In 1995, forty five volunteers donated 2,468 hours to the library.

Approval of Minutes

The minutes of the meeting of January 9, 1996 were approved as read.

Exhibit and Display Policy

Because of the lateness of the hour and the trustees' inability to complete discussion of all agenda items, the board and the director decided to reserve a night during the last week of March for a possible meeting, in addition to the regular meeting on the second Tuesday.

Ms. Loud will be sending out materials to the board relating to the exhibit and display policy, which is in the process of revision. Development of a coherent and consistent policy will require additional time and further discussion.

Date of Next Meeting and Adjournment

The next meeting will be Tuesday, March 12, 1996.

A motion to adjourn was approved at 10:20.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Secretary

Robbins Library Board of Trustees
Meeting
January 9, 1996

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:55 p.m. Attending were trustees David Castiglioni, Patricia Deal, Helen Kass, Barbara Muldoon, and Joyce Radochia. Also attending were the assistant library director, Cindy Diminture and the library director, Maryellen Remmert-Loud.

Approval of Minutes

The minutes of the meeting of December 12, 1995 were read. Ms. Deal moved that the minutes be approved as read; Ms. Muldoon seconded; the motion was unanimously approved.

Communications

A network of performers has asked to use the meeting room to present literary readings and discussions on social issues. Don Devecchio, the representative of the group, has requested approval to schedule a series of programs, one program every three to four months. Since the content and purpose of these programs seemed vague and ill-defined, trustees asked Ms. Loud to ask Mr. Devecchio for additional information.

The board discussed the purchase of display screens, a purchase prompted by the upcoming photographic exhibit on the homeless created by photo-journalist, Wendy Mimran. At a previous meeting the board had expressed interest in buying screens since it is likely that there will be a continuing need for such equipment. Although the fund-raising account is currently frozen, the screens could be purchased as soon as the funds from that account are available, according to Barbara Muldoon, the board's trust fund liaison. Ms. Muldoon asked Ms. Loud to get some prices on display screens.

Ms. Muldoon reported the receipt of unsolicited gifts to the library: $100 for the purchase of books and tapes with African American themes; $50 for children's puppets in honor of Clare and Frank Murphy; $250 unrestricted from the Shorey family giving program; $1,000 for picture books, and unabridged books on tape for adults from the Russell Colgate fund.

Community Time

No individuals representing the community were present.

Director's Report

Ms. Loud submitted the December Director's Report to the board for review and discussion.

The board discussed programming issues.

Public Library Association Conference

As of this date, no professional librarian has expressed interest in going to The Public Library Association conference to be held at the end of March in Portland, Oregon. Attending this conference would cost approximately $2,000 and would be funded through the professional development category of the trust fund budget. Ms. Loud and the board discussed the possibility of an interested "non-professional" staff person attending the conference, which does provide programs for "non-professional" staff.

FY '97 Budget

Ms. Loud reviewed the FY '97 budget with the board, explaining every item that reflected a change.

The board discussed the wages for junior and senior pages at length. Since library pages are the only town employees who have not had a raise in five years, the board discussed ways in which the rates might be increased without requiring a reduction in the number of page hours. Such a reduction negatively affects shelving and circulation tasks, two principal page functions. Ms. Loud recommended maintaining a wage differential between junior and senior pages because senior pages often do the same work as library assistants. Although the first interpretation of the minimum wage law included public employees, the current position of the town is that the new law does not apply to public employees. The initial increase of page wages to conform to the new minimum wage law was in effect for one week. After a re-interpretation of the law, page wages returned to the previous level.

The board of trustees unaimously supports a raise for library pages and will write a letter to the town manager, Donald Marquis, requesting an increase in page wages before discussing this subject with the Finance Committee liaison. Ms. Kass and Ms. Muldoon volunteered to draft the letter, submit a copy to the board for approval, and then send it to the manager before the next board meeting.

Long Range Plan

The director's office sent out the long range plans to the readers, various members of the community, who agreed to read the draft. After the readers return the critiques, trustees will review both the plan and the critiques.

Mid Year Report of Trust Fund Liaison

Ms. Muldoon reviewed the expenditures and balances in her mid-year report which covered the period from July 1, 1995 to January 9, 1996. Chairman Donnelly thanked Ms. Muldoon for the excellent report.

Mid Year Evaluation of Trustee and Administrative Goals

Ms. Loud reviewed the progress being made on administrative goals. Some of the highlights of this review included:

- Ms. Loud and staff will be studying the waiting list for popular materials to see if changes should be made in kind and quantity

- Ms. Loud and staff will begin study of signage; public relations money may be needed to buy more maps and hand-outs.

- A consultant viewed the print collection in December (no fee). Again the professional opinion is that the print collection contains no works of any great value.

- The library and the board will not be ready for the May 1996 Town Meeting for any action regarding disposition of the print collection. Ms. Loud is hoping that by April she and a trustee sub-committee will make a decision on the collection in the new print room. It is difficult to keep this a priority withall the competing and compelling library projects.

- Improvements on the young adult area will be in the works by June.

- Re: the fundraising endowment plan - materials have been solicited via E-Mail.

Due to the lateness of the hour, Ms. Deal requested that the board defer discussion of the trustees goals and objectives to the February meeting.

1995 Annual Report

Ms. Loud explained the revisions she made to the original draft of the annual report, including the decision to leave out individual donors' names.

Exhibit Policy

After a discussion of the new exhibit and display policy written by Ms. Loud, Ms. Kass suggested a rewording of the sentence about "commercial entities" to make it stronger: "exhibits by commercial entities are generally not permitted; exceptions to this prohibition must get prior approval from the board of trustees."

Application for permits must be made two months prior to the requested exhibition date. The board also will allow the scheduling of a viewing time for an exhibit in the conference room (which is not generally open to the public, but is frequently used by groups) provided this is done with supervision.

Date of Next Meeting and Adjournment

The next meeting of the board of trustees will be Tuesday, February 13, 1996 at 7:45 p.m.

At 10:40 p.m. the board unanimously approved a motion by Ms. Kass (seconded by Ms. Deal) to adjourn.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Recording Secretary

Robbins Library Board of Trustees
Meeting

December 12, 1995

Call to Order

Chairman Frank Donnelly called the meeting to order at 8 p.m. Attending were trustees David Castiglioni, Patricia Deal, Helen Kass, Barbara Muldoon, and Joyce Radochia. Also attending were Maryellen Loud, Library Director, and Cindy Diminture, Assistant Library Director.

Approval of Minutes

Upon a motion by Ms. Kass, seconded by Ms. Multoon, the board approved the minutes of the meeting of November 14, 1995 as read.

Communications

The library received a donation made in memory of former Robbins Library trustee, Molly Yood, who died recently.

Community Time

No members of the community were in attendance.

Director's Report

Ms. Loud reviewed with the board the November Director's Report. Chairman Donnelly asked about the status of the front doors. Since the inner doors were installed in 1935, it is difficult to get parts. Bids were due this week for automating the doors for handicapped patrons. Inasmuch as problems were found with the specifications, vendors are reluctant to bid. If the installation were to be based on the existing specs, many repair calls might result.

Due to a problem with the framing, installation of the skylight will need to be redone.

The town has not reached a settlement with Tocci Construction.

Ms. Loud believes that the contractors should rebuild the handicapped ramp. The angle of the ramp does not meet code requirements. The situation should be rectified soon to avoid more serious problems later.

Heating system problems persist.

Ms. Deal moved to accept the Director's Report. Ms. Kass seconded the motion, and the board unanimously approved.

FY 97 Budget

Upon presenting the FY 97 budget to the board, Ms. Loud told the trustees that Nancy Galkowski, the Deputy Town Manager, will make changes to the budget if we request them as a result of this meeting.

With Ms. Loud's assistance the board reviewed the FY 97 budget. Due to the increase in the minimum wage the page budget needs to be increased. Ms. Loud explained other personnel/wage issues and she reviewed some of the specific expenses.

Of particular concern to Ms. Loud is the ability to meet the state recommendation that 13% of the overall budget be spent on books, periodicals, microfilm/audiovisual materials, and CD Rom. For every standard that the town fails to meet, the state will reduce its appropriation by 25%.

Ms. Loud reviewed some of the budget process with the board. All town department budgets must be prepared by the end of December. This year the Finance Committee must struggle with the implications of the Educational Reform Act and rising health insurance costs. In preparation for their budget work each liaison from the Finance Committee will meet with its corresponding department head, but no department heads or boards will be allowed to make presentations at meetings of the Finance Committee. The board recalled that in previous years (although not the past few years) library trustees and the library director made presentations to the Finance Committee to explain budget requests. The board will invite its liason to attend the January or February meeting.

Ms. Muldoon made a motion to accept the library director's budget. Ms. Deal seconded the motion; the board approved.

Long Range Plan

Ms. Loud had hoped to deliver copies of the long range plan to the people invited to read it before she went on vacation. Although she was unable to meet that deadline, Ms. Loud said that if she is able to spend several uninterrupted hours later this week working on the report she will be able to finish the entire draft. All community representatives invited to read the report agreed to do so.

Exhibit Policy/Preliminary Discussion

The board skimmed the exhibit policies of North Reading and Wayland. Trustees will consider some of the key issues, such as whether we should restrict exhibits to non-profit organization, and not allow "for gains" promotional displays. Ms. Loud will draft a policy for the board to consider for further discussion and action at the next regular meeting.

Other

No other agenda items were brought before the board.

Date of Next Meeting

The next meeting will be held at 7:45 p.m. on January 9, 1996.

Motion to Adjourn

Mr. Castiglioni moved to adjourn the meeting at 9:45 p.m. Ms. Kass seconded the motion. The board approved.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Recording Secretary

Robbins Library Board of Trustees
Meeting
November 14, 1995

Call to Order

Chairman Frank Donnelly called the meeting to order at 8 p.m. In attendance were trustees Patricia Deal, Barbara Muldoon, and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, the Assistant Director, Cindy Diminture, and community member Sally Parker. Arriving shortly after the opening of the meeting was trustee Helen Kass.

Approval of Minutes

The minutes of the meeting of October 10, 1995 were approved as read.

Communications

A letter to the board from Judith Nierenberg, Town Meeting Member from Precinct 10, declared her objections to "the use of public library space to promote a commercial venture, particularly one that has been so divisive to this town." Ms. Nierenberg asked that the Board re-examine its position and ask Stop & Shop to remove its display. The board discussed this issue under the agenda item, Community Time.

Community Time

Sally Parker, Town Meeting Member from Precinct 14, and a member of the Good Neighbor Committee of Massachusetts Avenue asked to speak to the board about the Stop & Shop display in the elevator lobby in Robbins Library. Ms. Parker voiced her strong objections to the use of the library to present only one side of an issue. The Good Neighbor Committee had sponsired a public forum, the purpose of which was to present both the pros and cons of the Stop & Shop expansion issue. The Committee is opposed to the proposed expansion, but did not have the funds to present an opposing view in the library.

Ms. Loud told the board and Ms. Parker that the original request to display the model was made by Joe Tulimieri , developer for Stop & Shop. After consultation with the Town Manager, Ms. Loud allowed the display with the intent of informing the public on an issue that was before town officials and which had previously been on the ballot. Although the board had had no part in the decision, the trustees did state some of their concerns about the use of the library for this purpose. Ms. Radochia stated that she would have voted against the use of the library to display the Stop & Shop model, and Ms. Deal expressed her concern that other commercial ventures will wish to state their objectives in similar manner. Ms. Kass thought that a disclaimer with the display might have been appropriate. Ms. Muldoon said that while she did not want to "micro-manage" the library, a policy could be helpful in managing future

requests. Chairman Donnelly did state that he would have supported Ms. Loud's decision to erect the display. At its next meeting the board will look at the existing display and exhibit policy. Both the board and the library director are concerned about the negative publicity the display controversy is creating for the library. The board's response to the letter will indicate that the board will be reviewing its display and exhibit policy and, furthermore, the display will be taken down soon.

Board of Youth Services Presentation

Mary Deyst, Larry Greco, and Patsy Kraemer presented a tapestry to the library on behalf of the Board of Youth Services. The tapestry, crafted by Elaine Shea from fabric whose design depicts children from many cultures, will hang in both Fox and Robbins. (we wll be getting two). Others will be hanging in the elementary schools and the School Committee room and plaques will be provided to hang with the tapestries. The board moved unanimously to accept with gratitude the multi-cultural tapestries.

Director's Report

Trustees reviewed the October Director's report with Director Loud. Ms. Loud reported that Osee Mallio, a Children's Services librarian at Robbins several years ago, has returned to the library on a part time basis in adult services/young adult.

In an effort to ensure maximum attendance at programs funded by the Russell fund staff make every effort to schedule the various performances, workshops, etc. at convenient times for children and their parents. However, many school and town-wide sports activities and other extra-curricular programs compete with library programming, making the planning of Russell fund programs difficult.

Wendy Mimran, a free-lance journalist and photographer who has written for the Boston Globe and the Arlington Advocate has created a photographic display on homeless families which she would like to display in the library in a location more visible than the board room. Assured that Ms. Mimran knows that the library has no insurance for her display, the board agreed that the twenty five photographs would make an interesting and worthwhile exhibit. The board and Ms. Loud discussed possible locations and the possible purchase of display panels. When not in use these movable panels would be stored, and they woulbe be available for use for other displays.

Appointment of Fund-raising Subcommittee

Mr. Donnelly, Ms. Muldoon, and Ms. Deal volunteered to form a fund-raising sub-committee. Ms. Diminture will share the information she gleaned from a fund-raising workshop. One proposed project for the subcommittee is the creation of a brochure describing gift-giving opportunities.

Holiday Closings

Since Christmas and New Year's Day are on Monday this year, the Board discussed
Saturday and Sunday hours preceding these holidays. After consideration of the alternatives the board approved a motion by Helen Kass (seconded by J. Radochia)
to close the library on Sunday, December 24, and Sunday, December 31, 1995.

Fox Library Study

Ms. Loud reviewed with the board the branch libraies survey. Compared with the eleven libraries listed, Fox has a collection that is about average and a materials budget that is lower than average. Ms. Lindsay, branch librarian at Fox, did hourly counts at Fox; approximately ten every hour, with more during program times.

Results of Patron Survey at Robbins Library

Ms. Loud presented the preliminary results from 426 surveys to the board. Particularly gratifiying was the overwhelmingly positive nature of the responses. Jean Galluccio, a staff person who did a particularly fine job of encouraging patrons to fill out the surveys, is tallying the results. The single most important purpose cited by respondents for which they used the library was the acquisition of leisure reading material. At next month's board meeting Ms. Loud will have the results in more final form. At 9:45 David Castiglioni arrived. The overwhelming majority of patrons were satisfied with current hours, although some requested weekend hours in the summer. The survey supported the need for more audio-visual materials. The results of the survey will be incorporated into the long range plan.

Ms. Loud told the board that the phones are very demanding of staff time, and she has asked staff to determine the busiest phone times so that she may assign a page to answer telephones during that time.

Long Range Plan

In response to a question from Ms. Muldoon about the prioritizing of goals at the long range planning committee meeting, Ms. Loud explained that it is difficult, if not impossible, to prioritize them. Ms. Loud has tried to re-arrange the goals and objectives with little success. Seeking feedback from Ellen Rauch of the Eastern Regional Office, Ms. Loud sent her a copy of the plan. Her comment was that the goals are not do-able in three years; a five year plan is more realistic. Neither Ms. Diminture nor Ms. Gentile were able easily to re-work it as a five year plan.

Ms. Loud asked the board for names of people in the community to read and critique the plan. If members think of any names in addition to the ones proposed this evening, they should tell Ms. Loud by November 20.

FY 97 Budget

Ms. Loud will present the FY97 budget requests at the December 12 trustee meeting.

Date of Next Meeting and Adjournment

The next meeting of the board will be Tuesday, December 12.
The meeting adjourned at 10:15.

Respectfully submitted,

Joyce H. Radochia
Recording Secretary

Robbins Library Board of Trustees
Meeting
October 10, 1995

Call to Order

Chairman Frank Donnelly called the meeting to order at 8:10 p.m. In attendance were trustees Patricia Deal, Helen Kass, Barbara Muldoon, and Joyce Radochia, and assistant director Cindy Diminture.

Approval of Minutes

The minutes of the meeting of September 12 were read. The minutes were approved as read.

Communications

Frances C. McEvoy, director of the National Council of Geocosmic Research, wrote a letter regarding a misunderstanding about the use of the Robbins Library meeting room. Current meeting room policy does not allow groups to charge admission fees. Ms. McEvoy had received what she understood to be approval for charging admission fee from a library staff person, and had booked the room for lectures on October 14 and November 18. Publicity for the events had already been printed. She asked that we allow her organization to charge admission for the events inasmuch as this is the only way the group can afford to present programs of high quality. After much discussion, the board agreed to allow the meeting scheduled for October 14, but not allow that scheduled for November 18. Since the board had already denied the use of the meeting room to an Arlington community group because of the no-fee policy, board members thought that the organization would have time to find another location for the November program.

Community Time

None

Trustee David Castiglioni arrived.

Trustee Goals and Objectives/Action Plan

Since the library director, Maryellen Loud, would be arriving late, the assistant director, Cindy Diminture began to review with the board Ms. Loud's suggestions for activity plan for trustee goals and objectives-FY 96.

Ms. Diminture told the board that Ms. Loud suggested that the board provide additional support for the Friends of the Library organization. One possibility would be a trustee liaison. For continuity it might be useful for one trustee to attend Friends' meetings. For practical reasons it might be easier for interested trustees to take turns attending meetings.

The Director's Office has sent out a survey to branch libraries in other towns in order to compare hours, circulation, staffing, budget, and services.

Ms. Diminture said that Jim Berquist will be returning to the library as a follow-up to his previous evaluation of the Robbins Print Collection. It is urged that the trustee print sub-committee make its recommendations about the disposition of the Robbins Print Collection to the full board in time to be ready for town meeting, if town meeting involvement in the disposition of the collection is necessary.

Ms. Loud arrived at 9:00. In response to a question from Ms. Muldoon about the one-week survey of patrons of the Library Ms. Loud described the survey. Patrons will be given the survey when they enter the library and asked to write their answers to a couple of pages of questions. These surveys would be distributed mornings, afternoons, evenings, Saturday and Sunday. Approximately 200 responses would be necessary to make a valid survey. Ms. Kass suggested that publicity in the Advocate about the survey might engender interest and more input.

Ms. Kass moved that the board allocate funds to give staff a stipend for working on the distribution and collection of the survey . Ms. Deal seconded the motion. The board unanimously approved the motion.

Staff will help with an hourly tally of patron use of Fox Library during a one week period before November 14, 1995. Ms. Kass asked if the board could help in the evaluation process.

The board digressed at this point on the subject of the need for the seventh trustee. Board members agreed that it would be appropriate to get representation of the Fox/East Arlington library constituency. By the next meeting trustees will try to come up with names of possible candidates.

The board returned to its regular agenda. Ms. Loud has been trying unsuccessfully to reach the print consultant, Jim Berquist. All trustees agreed that we want to resolve the print collection issue.

It was brought to the board's attention that the library no longer has a volunteer reception. The board considered different ways to honor the contributions of the many volunteers, including sending letters of appreciation.

The board concluded its discussion of the activity plan with a motion (Ms. Deal; Ms. Kass, second) to incorporate the activity plan into the FY96 Goals and Objectives of the trustees. The motion was approved unanimously.

Author Program

Sunday, November 5 at 2:30 in the Community Room, the first program will be presented by the authors of the Harry Agganis biography. The board discussed

ways to target groups most likely to be interested in such a program. Ms. Deal will create the flyer; the Friends will distribute the flyers.

Ms. Radochia moved the allocation of up to $75 for incidental costs for this program. Ms. Kass seconded the motion. The motion was approved unanimously.

Library Tours

Ms. Muldoon spoke with Elaine Marquis about resuming the tours of the library. Ms. Marquis agreed to be a tour guide again. The board decided to offer two tours, one on a Sunday in November during Children's Book Week, and one on a Sunday in April during National Library week.

The board approved Ms. Muldoon's motion to offer library tours in November and April.

Director's Report

Ms. Kass asked Ms. Loud for an explanation of telephone problems the library is experiencing.

Ms. Loud reported that some of the building problems are being resolved and that resolution with Tocci is getting closer.

Ms. Muldoon asked about issues pertaining to the change in custodial services. Ms. Loud reported that a certain amount of juggling of some responsibilities among staff is necessary due to a lack of the presence of a custodian at certain times.

Update on Long Range Plan

Ms. Loud said that she wants to get a draft of the long range plan before work on FY 97 budget begins. Her goal is to present the draft to the members of the Planning Committee and get feedback in two weeks, and to solicit feedback from the trustees at the November board meeting.

Branch Library Study

Ms. Loud gave the board some of the results of the branch library study. Average circulation among those branches responding so far is 18 per hour. Fox does 17.5. Some library systems surveyed were unable to separate the cost of the branches out. According to Ms. Loud our library system probably does spend less than the systems surveyed. However, some of the systems that spend more money serve special populations. Other towns use both professional and non-professional staff at their branches. Most branches are open on Saturdays. By the next trustee meeting Ms. Loud expects to have all the results of the study in.

Other

Ms. Loud asked the board to reconsider the vote on the November 18 meeting of the National Council of Geocosmic Research. Ms. Loud was not present at the start of the board meeting when the issue was discussed, and she had additional information which she thought might affect our vote.

Ms. Kass moved that in light of the additional information presented by Ms. Loud, the board would allow the group to go ahead with both the October 14 and the November 18 meetings. Ms. Radochia seconded the motion. The motion was approved.

Adjournment

November 14 at 7:45 was set as the next regular meeting of the board.

The board approved a motion to adjourn at 10:35 p.m.

Respectfully submitted,

Joyce Radochia

Joyce H. Radochia
Recording Secretary

Robbins Library Board of Trustees
Meeting
September 12, 1995

Call to Order

In the absence of Chairman Frank Donnelly Vice Chairperson Pat Deal called the meeting to order at 7:55 p.m. In attendance were trustees David Castiglioni, Barbara Muldoon, and Joyce Radochia. Absent was trustee Helen Kass. Also attending were Library Director Maryellen Remmert-Loud and Assistant Library Director Cindy Diminture.

Approval of Minutes

The board approved the minutes of the meeting of August 15, 1995 as read.

Approval of Invoices

The board agreed to take agenda items out of order. Board members signed invoices for goods and services purchased from trust fund income.

Review of Meeting Room Policy

The board discussed issues relating to Meeting Room policies.

Ms. Loud advised the board of changes in cleaning practices, (i.e. the privatization of cleaning services at the main library) which has a direct effect on meeting room use. After discussion of the implications of these custodial changes, the board agreed that both the Conference Room and the Community Room will be closed if the library is closed, and both rooms will be closed at 8:30.

Ms. Muldoon moved that the board revise the meeting room policy to conform to the change in cleaning practices. Mr. Castiglioni seconded the motion; the board approved the motion.

Elaine Laughlin, Executive Director of the Arlington Center for the Arts, wrote a letter asking to use library space for some of their programs; specifically, a writing/poetry workshop is proposed which would involve a $60 fee to cover costs of the teacher, publicity, and printing. Although the Center has its own space in the

Gibbs Junior High building, Ms. Laughlin thinks programs would be better attended if held at Robbins.

Ms. Muldoon asked if this would set a precedent, opening the way for other groups to charge a fee. The board agreed that granting the Center's request would set a precedent that board members do not wish to set. Ms. Muldoon suggested that we offer the use of library space to showcase creative works coming from their programs. Mr. Castiglioni moved that the library deny the request of the Arlington Center for the Arts for the use of library meeting spaces for programs which would involve a fee.

The board decided that all requests from groups or individuals requesting the use of the meeting rooms for their programs will be referred to the board at its regular monthly meeting.

Ms. Loud advised the board that it is unconstitutional to deny use of a public meeting room to religious or political groups, if such rooms are open to non-profit organizations and the general public.

Author Program

Ms. Deal gave an update on the progress of the author program. She spoke with Andy Dabelis about a book he is writing about the late baseball star, Harry Agannis. A Sunday in October or November is a possibility for this proposed program.

Library Tours

Ms. Muldoon will canvass the group of volunteers who conducted informational tours of the library last year to see if they are still willing to do them. Tours could possibly resume in November.

Communications

No other communications, other than the letter from Elaine Laughlin.

Community Time

No representatives of the community were present at the meeting.

Director's Report

Ms. Loud reviewed the August Director's report with the board. Jennifer DeRemer, currently part time, will become full time to replace Deb Ervin. A part time person will be hired.

The Annual Report (FY 95) of the Anne A. Russell Children's Fund will be mailed out this week.

Tocci negotiations are still in progress.

The board discussed issues relating to public use of personal computers.

Update on FY 96 Trust Fund Allocations

Ms. Loud reported that the full amount of trust fund requests was funded through a combination of sources: trust fund income allocated by the trustees, unrestricted patron donations, and the copy machine fund. Where possible, donors names will be used.

Preliminary Review of FY 97 Budget

Included in the Library Director's FY 97 budget requests are a young adult librarian, a part time circulation person, and extended hours for children's services. The latter is in order to meet state guidelines for state aid. The state recommends (but does not require) that children's services hours should equal adult hours.

In order to do a survey on Fox, Ms. Loud sent a questionnaire to libraries with branches, requesting such information as the number of hours open, the total circulation, budget, number of F.T.E.'s, professional or non-professional, special populations served, etc. Ms. Loud said that she will spend a couple of full days at Fox in October to get a better picture of its use. She will do hourly counts to determine what patrons are actually doing. Ms. Loud acknowledged that the community room at Fox gets a lot of use, but maintained that, in her view, that is a community, not a library, function.

The library will resume Sunday openings on October 1. There is no children's librarian on Sundays.

Update on Long Range Plan

Ms. Loud said that she became involved with statistics while writing her plan, and wishes she had more time to study them. Building problems sidetracked her during this process, but her personal deadline is the end of next week for a draft of the plan.

Action Plan/Trustees Goals and Objectives

For the October meeting trustees will examine the FY 96 goals and objectives and consider specific activities in pursuit of these goals and objectives and possible time-lines for achievement of trustee goals.

Trustees will also explore ideas for endowment programs, perhaps using the Minuteman Network to gather information.

Other

No other agenda items were brought before the board.

Date of Next Meeting

The date of the next meeting will be Tuesday, October 10 at 7:45.

Adjournment

The meeting was adjourned at 9:40.

Respectfully submitted,

Joyce H. Radochia

Joyce H. Radochia
Corresponding Secretary

Robbins Library Board of Trustees
Meeting
August 15, 1995

Call to Order

Chairman Frank Donnelly called the meeting to order at 7:42 p.m. In attendance were trustees Barbara Muldoon, Joyce Radochia, and Pat Deal and Library Director Maryellen Remmert-Loud. Absent from the meeting were Helen Kass and David Castiglioni.

Approval of Minutes

The minutes of the June 12, 1995 meeting were read. Barbara Muldoon asked that these minutes be amended to read that shelving for the Robbins Print Collection and the consultant for the evaluation of the framed prints were funded by the Robbins Print Fund. The minutes were approved as amended.

The minutes of the June 27, 1995 meeting were accepted as read.

Communications

Arlington resident Edwin F. Taylor, a research professor of physics at Boston University, wrote a letter highly praising the services and staff of Robbins Library.

Ms. Loud reported that the Medical Center at Symmes Hospital donated $5,000 to the library for the acquisition of health-related materials. The entire amount of the donation is to be spent; Nancy Gentile of Adult Services will oversee the selection and purchase of these materials.

Deb Ervin, Adult Services/Local History, has resigned to take a position as head of reference in the Manchester, New Hampshire public library. The Town Manager has signed the requisition to fill the position.

Patsy Kraemer, Director of Human Services for the Town of Arlington is holding an open house at Fox Library/Community Center on August 26 from 12 to 4 to publicize WIC, a federally funded nutrition program for women, infants, and children.

The trustees of the Elbridge Farmer Fund turned over $3,094.09 (12 months interest) to Robbins Library. This is $810 more than the interest earned in the previous year ('94).

A poet wants to teach a poetry writing class the the library. Ms. Loud suggested he contact the Arlington Center for the Arts. He will apply for an arts lottery grant. He is writing a proposal to the library for our review and approval, but as of this date he has not yet submitted it.

Community Time

No representatives of the community were present.

Director's Report

Trustees received the June and July reports. Ms. Loud reported that the town hopes to reach a settlment with Tocci Construction soon.

League of Women Voters' Request

Ms. Loud and the trustees continued discussion of the LWV's request which was presented to the board at the June 12 meeting. As part of the League's celebration of the 75th anniversary of Women's Suffrage, the library will allow the use of the first floor elevator lobby for displays. On Sunday, October 1, which is the first Sunday the library will be open after the summer closing, the LWV will hold a reception in the Community Room. The director will allow LWV members to come in at 2:00 to set up, and will suggest the 2:30 - 2:45 time slot for a brief series of speeches by League members in the reference room. Library patrons will be invited to participate if they wish and the program will be short in order to minimize disruption to patrons. The display in the elevator lobby will be up for four weeks.

Approval of FY 96 Trustee Goals and Objectives

The board discussed one of the new goals of the trustees, expanding services for young adults. Pat Deal moved (Joyce Radochia seconded) the approval of the goals as amended. Trustee Goals and Objectives were accepted as amended.

Report of Trust Fund Liaison and Approval of Trust Fund Requests

Barbara Muldoon, Trust Fund Liaison, presented her annual report on FY95 expenditures to the board. Ms. Muldoon also presented her recommendations for the funding of staff requests for special materials and projects. Ms. Muldoon advised the board that most of the figures for anticipated income are approximate and estimated. Approximately $7,305 in annual income is available for spending. Wherever possible, income from restricted funds is used to fund specific requests.

Ms. Loud reported the receipt of $2,000 for old books from the attic that had been appraised and released for sale to the Friends of Robbins Library. This money will be used for the binding of local history books.

Ms. Loud urged the board to support expanding the collection of video and audio tapes, in high demand by the public. Ms. Loud noted that the expenditure for video and audio tapes in the proposed FY96 trust fund budget was reduced. The board discussed increasing the allocation.

Joyce Radochia moved (Pat Deal seconded) that the trust fund budget be approved with the understanding that increases in expenditures may be made later in the year. The motion was approved.

Review of Long Range Plan

Ms. Loud reviewed the status of the Long Range Plan. Meeting the October 1 deadline is necessary only if the library intends to apply for a grant in this fiscal year. Since the library will not be applying this year, the plan will probably be written by November or December 1. Ms. Loud would like to write the goals and objectives and the mission statement in the next two weeks. Nancy Gentile will write about collection analysis, reference services and technology changes of the past ten years. Marianne Uttam will help write the section on Children's Services, and Page Lindsay will write the section on the Fox Branch.

Town Day Closing

Town Day is scheduled for September 16 or 23 (rain date). The library will be closed for Town Day. However, if Town Day is cancelled on the 16th, rather than have the library closed for two consecutive Saturdays, (and because of scheduling issues) Ms. Loud will solicit staff who are willing to be on emergency call. Pat Deal moved the approval of this contingency plan; Joyce Radochia seconded; the motion was approved.

Invoices for Payment

The board approved payment of the following invoices:

•$522.62	folding tables for meeting room
•$308.00	cushions for Readers Roost
•$2,250.00	refinished tables, display racks, magazine racks and benches
•$800.00	refinishing of four Windsor chairs

Other

Ms. Loud informed the board that the town is considering privatizing cleaning services at the library.

Date of Next Meeting

The next meeting will be September 12, 1995.

Adjournment

The meeting adjourned at 10:50 p.m.

Respectfully submitted,

Joyce Radochia

Joyce Radochia
Recording Secretary

Meeting of the
Board of Library Trustees
Tuesday, June 27, 1995

The meeting was called to order by Chairman Frank Donnelly at 8:12PM. In attendance were : Frank Donnelly, Barbara Muldoon, Patricia Deal and Joyce Radochia. Absent : David Castiglioni and Helen Kass. Also attending were Maryellen Remmert-Loud, Library Director, Cynthia Diminture, Assistant Director and guest Wendy Watson, President of the Friends of the Robbins Library.

I. PLANNING PROCESS-

Maryellen Loud explained criteria for meeting State Aid . We now meet all requirements but will not continue to do so if our budgets are level funded or cut.

Elements of Basic Library Service (11 components) - We meet these with a few exceptions, which are :

1. Sign visible from the street (no)
2. Is building easy to control and supervise (no, but no easy solution)
3. Children's Room NOT open same number of hours as Adult Library (nine hours less)
4. Staff job descriptions available but need to be updated.
5. Study to be done to determine whether wages are comparable to other employers and other libraries.
6. Collection development policy needs updating.
7. Complete inventory needs to be done (hasn't been done in several years). This will be done in stages, probably beginning with the Audio-visual collection.

Role prioritization exercise : Maryellen Loud passed out the summary of the results from the last Planning Committee meeting (and explained how numbers were obtained.) The four roles selected were :

Children's Door to Learning (to be renamed)
Popular Materials Library
Formal Education Support
Reference/Information and Independent Learning Center (Semantic issues to be decided later)

Pat Deal moved to accept the Role Prioritization as drafted by the Planning Committee ; Seconded by Barbara Muldoon. Passed unanimously.

Ms. Loud suggested creating an Executive summary of the plan for Town Meeting members, all Town officials/Depts., the Finance Committee, and Vision 2020 Committee members. Barbara thought that a synopsis of that could be made to give out in the Library. Wendy Watson volunteered the Friends of the Library group to pay any necessary postage for the mailings.

Ms. Loud asked if Trust Fund money could be used to pay floating staff to cover for Reference Dept. staffers interested in helping with the Planning Process. Barbara expressed concern about using Trust Funds for personnel costs (employing people as independent contractors, without deductions, benefits, etc.) Maryellen will consult with John Maher on the legalities.

II. SALE OF OLD BOOKS :

Ken Gloss of the Brattle Book Shop has been to Dallin to appraise the old books. He found no real gems, but did find a few books of some value ; Costume Book - $200 , Bible - $200-300, The Old Silver of American Churches - $500.00. The Trustees agreed to allow the first two to be sold, but wanted to keep the third for Local History/Display. The entire collection was appraised at $4,000-5,000, including items from the Winfield Robbins collection. Maryellen would like to get two more quotes, then sell the books and give money to the Friends of the Library.

Pat Deal made a motion to offer the "old" books for sale, pending the receipt of three quotes on their value ; Seconded by Joyce Radochia. Motion passed with 2 in favor ; 1 opposed. Frank Donnelly also expressed support, even though he did not cast a vote.

III. CONCERT SERIES TAPES :

The Library owns three boxes of audio tapes of concerts which were part of the Robbins Concert Series of the 1970s. (reel to reel format) Trustees discussed what to do with these. A suggestion was made to locate a musically knowledgeable person to advise on their value or to contact someone from Channel GBH for advice. Ms. Loud will report back at a future meeting.

IV. COMMUNICATIONS :

Information received from "Principle Promotions", a company which solicits businesses for free premiums such as ice cream cones to be given to

library patrons. Staff or Friends group could place printed message on the back of the coupons for distribution. Trustees advised Maryellen to gather feedback from Libraries which will be participating this Fall, with the possible intention of participating next Spring.

A $4,000.00 partial distribution was received from the Virginia Clay Trust.

V.BUILDING PROJECT PURCHASE ORDER :

Maryellen Loud received a request from Marianne Uttam for custom fabric stack signs for the Children's Room. (16" x 9") The stack signage purchased for the Adult Library is not workable for this room. The Trustees had some questions, so Maryellen will obtain additional information. A decision was tabled until the next meeting.

VI. NEXT MEETING :

The next meeting will be held on Tuesday, August 15th at 7:30PM.

The meeting was adjourned at 10:10PM.

Minutes recorded by Cynthia Diminture.

ROBBINS
LIBRARY

617 - 641- 4884

700 Massachusetts Avenue, Arlington, Massachusetts 02174

BOARD OF LIBRARY TRUSTEES

no meeting held-July 1995

Meeting of the
Board of Library Trustees
Monday, June 12, 1995

The meeting was called to order at 8:05 P.M. by chairperson Helen Kass. Also in attendance were David Castiglioni, Frank Donnelly, Barbara Muldoon, Patricia Deal. Absent Joyce Radochia and Gary Phillips. (Gary has indicated he will be resigning in the near future).
Library Staff in attendance were Director Maryellen Loud and Assistant Director Cindy Diminture.

The minutes of May 9, 1995 were approved.

Communications

League of Woman Voters would like to hold a program in the Library on a Sunday afternoon in October to celebrate the 75th Anniversary of Woman's suffrage. They need display space for two weeks. The Community Room would be available for a reception. The Trustees agreed if furniture must be moved or if the League needs access hours that the library is not open, the necessary custodial fee must be paid. A program in the Reading Room during normal library hours is not advisable. Questions were raised on the number and size of displays. After reviewing space in the Reading Room, Trustees preferred that the exhibit be placed in the elevator lobby on the first floor.

Request from art teacher to post her courses on bulletin board. There is a file for notices of this type of course already available and her flyer will be added to this. File to be publicized on bulletin board.

Parking lot is frequently full whenever there are meetings in the Community Room and library patrons have no place to park. The Meeting Room rules will be amended to request that people park off site when attending meetings.

Organization of unemployed people previously requested use of the library meeting room once a week for up to 4 weeks to hold meetings and help each other with job finding and discuss other matters concerning employment. This was approved by the Director after consultation with the Chairman. Other requests that may not fall within the Meeting Room policies will be reviewed by the Director and the Chairman as they occur.

Director's Report

The Director will write a 3-5 year long plan for the future if time permits this summer. If the Library were to apply for any grant funding this year, the plan would need to be completed and submitted to the Board of Library Commissioners by October 1. Trustees reviewed the components of a long range plan and discussed Northboro and Wayland plans. It was agreed that a plan would be

June 12, 1995 Minutes amended to include: The shelving for the Robbins Print Collection and the consultant for the evaluation of the framed prints were funded by the Robbins Print Fund.

done similar in scope to these. A Planning Committee of 3 Trustees, Department Heads, Assistant Director, Director and President of the Friends of the Library will be formed.

Russell Fund
Expenditures for FY 95 will meet the donor's requirement that no more than $1500.00. be left unexpended. Judith Paradis has been hired as the Coordinator (good contacts in community).
Helen Kass will send a letter of appreciation to Jim Flahive for all the extra work he is doing and has done in the past on the Russell Fund, Trust Funds and building project.

FY 96 Budget -

Children's Services received majority of cut for pages. Other departments received small cuts. Page budget to receive monthly monitoring to determine if more cuts are needed.

Author Series
Patricia Deal reported that this event may be planned for the fall. Author not selected at this time but authors being revisited and new ones being determined.

Dallin Sculptures
Town Meeting voted not to sell Dallin Library at this time to give the Dallin Committee time to raise funds to convert it into a museum for Dallin sculptures. Redevelopment Board now handling. We will continue to be kept posted on future actions. The project to display the Dallin sculptures at the Library placed on hold with the exception of My Boys.

Wording on Stromdahl Plaque
After detailed discussion and a few minor changes wording accepted. The first example was utilized.

Preliminary discussion of Administration and Trustee goals for next year. Comments will be at next meeting in writing.

Submission of nominations by Nominating Committee/Election of Officers.

Helen Kass made report in absence of chair and members of committee. Chair Frank Donnelly, Vice-chair Patricia Deal. Joyce Radochia was willing to accept secretary if no one else was available. Joyce was nominated and voted in as secretary. Slate of F. Donnelly, P. Deal, J. Radochia accepted. Barbara Muldoon will continue in her roll as Treasurer and financial advisor. The new officers will work hard to continue to excellent work of the outgoing officers.

Invoices for payment
All submitted by Barbara Muldoon approved.

The following submitted by the Director approved.
Request for consultant to evaluate framed prints-$300.00
Request for shelving for Robbins Print Collection $350 to $500.
Request for furniture refinishing approximately $3000.00
Requisition #8577 for Easels- $239.25
Purchase Requisition 16131 3 coat racks $707.20
Request for additional tables for Meeting Room-$500.00 to $600.00

Next Meeting
Trustees to hold meeting in late June or early July. Special meeting for Long Range Planning Committee- June 20th at 3:45 P.M. Next full board -meeting June 27th, Tuesday, at 8:00 P.M.

Meeting adjourned at 10:25 PM. Trustees then visited main floor of library.

F. M. Donnelly
Secretary

MEETING OF THE

BOARD OF LIBRARY TRUSTEES

TUESDAY, MAY 9, 1995

The meeting was called to order at 7:50 p.m. by Chairperson Helen Kass. Also in attendance were David Castiglioni, Barbara Muldoon, Gary Phillips and Joyce Radochia.

Library staff in attendance were Director, Maryellen Loud, and Assistant Director, Cindy Diminture.

The minutes of April 11, 1995 were approved.

Communications

The Community Services Director at Symmes Hospital notified Maryellen Loud of the possibility of a donation of approximately $5,000 for health related materials. It could be used for such items as large type books, information on diseases and health problems, and equipment for the disabled. It was suggested that the young adult audience be targeted through health related videos. Maryellen Loud will submit a list of ideas to Symmes Hospital.

After discussion the Board denied the request by two Lexington residents to give a slide show in the Community Room on the culture and architecture of Southeast Asia. The Board felt that use of the Community Room should be restricted to groups or organizations already speaking on behalf of a number of people and programs be limited to those sponsored by an established organization rather than choosing among individuals.

DIRECTOR'S REPORT

The Board reviewed the Director's written monthly report for April.

Maryellen Loud discussed the stress workshop and the results of the staff survey. Staff task forces will be established to address areas of concern identified in the survey. The need for a follow-up session to the stress workshop in several months was discussed.

Maryellen Loud stated that she would attend Legislative Day on Wednesday, May 10.

The $5,000 towards the Fox Library from Trust Funds was discussed. There may be unexpended money in the personnel budget because Jack Kelley is out for an indefinite time on worker's compensation. The Trustees agreed that since a commitment was made to assist the Town budget this should be honored in some way.

Russell Fund

The Board approved the FY 96 Russell Fund budget of $16,000 as presented with the understanding that a supplemental budget may be voted if the trust fund interest available exceeds $16,700. The request for $500 from the Russell Fund for the Fox Library was also approved to be added to the $16,000 allocation. It was recommended that funds be allocated for special events staff at the fair if that is needed in addition to the coordinator's salary. It was also suggested that more use of volunteers and parents at the fair be explored.

FY 96 Budget

Maryellen Loud reviewed the budget voted by the Town Meeting. She will be brainstorming with staff on ways to handle the reduction to the page budget.

It will not be necessary to pay Dallin Library expenses from state aid next year since all library property will be moved out by the end of June. The books which did not sell in the booksales will be added to the Friends ongoing booksale and donated to the state prison system. Furniture stored there will be re-finished for use at the Robbins Library and possible valuable books will be appraised.

An evaluation of Fox usage, hours and staffing will be completed by November in time to prepare the FY 97 budget. Maryellen Loud will work for at least one week at Fox to get a accurate feel for how busy the library is and the type of staffing needed. She doubted that any decrease in hours would be recommended because when a library is open too few hours it can, in effect, ruin usage. Maryellen Loud requested that a sub-committee of Trustees be formed to assist in the evaluation of Fox. David Castiglioni, Barbara Muldoon and Gary Philips will serve.

The possibility of closing the Fox Library for two weeks in the summer if Fox staff took the same vacation time was discussed. The Board was amenable to this. The issue will be discussed with the Town Manager if it seems workable after more review by the Director.

Exhibit Space Policy

The North Reading policy was distributed. Maryellen Loud will prepare a preliminary draft for Board review.

Dallin Sculptures

Town Meeting formed a Committee to explore the establishment of a Cyrus Dallin Museum. The issue of the library's Dallin sculptures will be discussed at the next Board meeting.

Judith Stromdahl Recognition

After discussion the Board voted to approve a plaque in memory of Judith Stromdahl to be placed in the Fiction Room. The wording is yet to be decided.

Nominating Committee

Helen Kass appointed Joyce Radochia and Gary Philips to the Nominating Committee. They will recommend a slate of officers at the June meeting.

Next Meeting

Tuesday, June 13 is not a good evening for the Director and several Trustees. The Trustees will be polled for attendance on other days that week.

The meeting adjourned at 9:50 p.m.

Minutes recorded by Maryellen Loud.

Meeting of the
Board of Library Trustees
Tuesday, April 11, 1995

The meeting was called to order by Chairperson Helen Kass at 8:00 P.M. In attendance were Helen Kass, Joyce Radochia, Barbara Muldoon, Frank Donnelly, Gary Phillips and Patricia Deal.
Absent David Castiglioni.
Staff attending Maryellen Remmert-Loud, Director and Assistant Director Cynthia Diminture.

Minutes of meeting Tuesday, March 14, accepted with one change, delete word TRUST and replace with MEMORIAL in discussion of Cohen fund.

COMMUNICATIONS

An excellent thank you note from Bette Pinckney involving the dedication of the 4th floor Conference Room in her name.
Correspondence involving the estate of Virginia L. Clay. The first sum of money to be received will be $7000.00 with a second sum (smaller) and possibly a third one to come at a later date. It is unrestricted, and Barbara will contact both Treasurer and Town Counsel as to handling.

Director's Report

Three page report dated March 1995.
Maryellen Loud indicated several problems. Police will provide training for staff handling disruptive adults or children. The High School Librarian recommended that during her orientation to students that Robbins librarians also do an orientation at same time. If volunteers are used to monitor the upper floors during the afternoon they would need training and would wear labels to identify them when they are on duty. There is a sample policy from the Wayland Public Library in Trustee folders on handling of exhibits. To be discussed at a later time.

Summer closing:

Memorial Day weekend - Sundays end after May 21st. Reopen on Sundays, October 1. Last Saturday open is June 24. Reopen on Saturdays, September 9th.
A plaque in remembrance to Judith Stromdahl, former Library Director discussed. Maryellen will review and submit report at the next meeting.

Russell Fund

Report in file titled Children's Educational and Cultural Enrichment Fund 1995-1996. Focus for this year is on history. Approval given for Children's Librarian to schedule summer performances. Approval for FY 96 budget to be voted at next meeting.

Board discussed the use of Russell funds for programs involving parents that benefit children. We must explore to see how best to handle this matter.

FY 96 Library budget. No action at this time. Director to report on Finance Committee recommendation prior to vote at Town Meeting.

Report on Author Series.
Patricia Deal discussed time frames this spring - this fall or wait for 1996. Get author by June 30th for fall or wait until spring of 1996. Ms. Deal continues to welcome others to her committee.

Report on Library Tours.
Maryellen Loud and Barbara Muldoon discussed this matter. Figures covered January, February, March and April. We plan to drop Sundays in May until the fall. Trustees involved were Barbara Muldoon, Helen Kass, David Castiglioni and community members Elaine Marquis and Sue Genser. Notices were on Cable TV, Arlington Advocate, Library, Council on Aging, etc.

Discussion re: Sculptures
We have space planned for "My Boys" when it is ready to be displayed. Papers involving this collection at present at Smith Museum. Board advised the Director to wait until after Town Meeting reviewed the planning efforts for the Dallin Museum before proceeding on pedestals and bonnets for the sculptures. Discussion had concerning Dallin Branch Library as to the future use.

Invoices for payment:
All presented by Barbara approved.
Maryellen presented the following which were approved.
Two plaques $130.00 each for a total of $260.00
$32.75 for clock
$150.00 travel expense - misunderstanding on location of a Russell Fund event.
Also Maryellen will process a bill covering two Robbins prints $660.00 - $885.00 for treatment and $150.00 for Mat.

OTHER
Survey concerning use and hours for Fox Branch was only distributed at Fox and not the other polling locations in East Arlington. Lack of volunteers on election day. Much more input needed before any change in hours would be considered.

Next meeting - Tuesday - May 9, 1995.

F. M. Donnelly
Secretary.

Meeting of the
Board of Library Trustees
Tuesday, March 14, 1995

The meeting was called to order by Chairperson Helen Kass at 7:50 P.M. In attendance were: Helen Kass, Joyce Radochia, Barbara Muldoon, Frank Donnelly, David Castiglioni, Patricia Deal and Gary Phillips.
Staff Attending: Maryellen Remmert-Loud, Director and Assistant Director Cynthia Diminture.

Minutes of February 14, 1995 were approved.

The JOHREI Fellowship has requested that the organization be allowed to make and display Japanese flower arrangements at the library for one week. There will be 6 to 12 arrangements. Boston Sangetsu School of Flower Arranging will handle the display. The request was approved by the Board.

The Arlington Food Coop requested permission to finance book markers with information on the Food Coop and the Library. The Board approved pending review of the book marker by the Library Director.

Morton Cohen ~~Trust~~ *Memorial Fund Fund now at $640.00. Final decision to be made on use of money in memory of the deceased. Director discussing with family. Board approved naming a study carrel in his memory as his family requested.

Volunteers for Science Fair needed. They will cover various work assignments at Fair.

Excellent note from Mary White thanking all in connection with her goodbye reception.

A memorial fund recently established for Ruth Scallan has received $1700.00 during the last four week period.

Community Time - NONE

Author Program - Sub-Committee Report by Patricia Deal.
Date and or author not firmly established.
Discussion involved 3 potential speakers, but not limited to the three.
Doris Goodwin fee of $7000.00 but apparently this could be adjusted.
Mary Higgins Clark could be interested in a Summer period.
Sara Lawrence Lightfoot possibility in Fall or in 1996.
Discussion involved fee for admission and tax exempt status would have to be studied. Also sponsors such as $250.00 each with 8 to 10 in number. Location at Library or some other point in Arlington depending on number attending.

*Correction 4/11/95 Minutes

Director's Report (not written it will follow).
The majority of the furniture in storage at the Dallin Branch Library sold in the auction. Some tables still there.
Adult Services presently working on local history matters.
Fox is having good attendance.
April 1, 1995-Friends of the Library Book Sale at Dallin(Election Day).
Need for computer assistance by the public still a problem.

Bette Pinckney Reception - Sunday, April 2, 1995.
50 invitations sent, reply only if you can not attend. At this time 4 to 5 have said NO because of conflicts in schedules. $53 for invitations - Flowers could be $50.00, $25.00 for paper goods.
Menu coffee- fruit - punch - pastries.

FY 96 budget
Use of trust funds discussed. Fact sheet on trust funds presented by the Library Director was approved.

Robbins Print Collection
Trustees examined the collection at the end of the meeting. No final action taken.

Other
Trustee appointments discussed. Frank Donnelly appointed to American Disability Act Commission but Town Manager has indicated to him that appointment to two Commissions has problems. Chairperson Helen Kass to follow up with letter to the Town Manager.
Special meeting will be called to discuss use of Trust Funds for personnel.

Invoices:
All presented by Barbara Muldoon approved.
The following from Maryellen Remmert-Loud, Director, approved.
1994-A $838.00 M.J. Industries for shelving.
5430 $308.00 Office Pavilion for furniture.

A special meeting will be held on Tuesday, March 28th at 8:00 P.M. in the Conference Room, 4th Floor.

F. M. Donnelly
Secretary.

Meeting of the Board of Library Trustees Tuesday, February 14, 1995

The meeting was called to order by Chairperson Helen Kass at 7:45 P.M. In attendance were Helen Kass, Joyce Radochia, Barbara Muldoon, Frank Donnelly, David Castiglioni, Patricia Deal.
Absent: Gary Phillips.
Staff Attending: Maryellen Remmert-Loud, Director and Assistant Director Cynthia Diminture.
Guests: Robert Scoppettuolo and Dan Grabauskas both members of the Town of Arlington Finance Committee.

Through over-sight January 10 minutes failed to recognize that Helen Kass gave a warm greeting to our new Board member Gary Phillips at that meeting. January 10 minutes will be amended. Trustees join in wishing him the best as he works with them.

Trustees and Library Director involved in a detailed discussion of the Library Budget with representatives from the Finanace Committee. Bob Scoppettuolo and Dan Grabauskas went over all items of the five page report, which each one of the Trustees received. Special attention was given to each item under the heading REMARKS which indicated a difference in the amount requested by the Library Director and the amount recommended by the Town Manager. Both sides thanked each other for the cooperation received.

Approval of the minutes of previous meeting (January 10, 1995) with one addition (noted above).

Communications (verbal only)
Funds are being transferred from Fundraising Account and Building Acount to Trust Funds.
General Income Account earning approximately 6%.
Town Resident John Griffin notified the Library Director that a Dallin sculpture was aavailable for sale by a Newton resident. After discussion decision was reached to take no action at this time and to so inform Mr Griffin.

Community Time NONE

Director's report (in package two pages) January 1995
Partial disbursement from the Estate of Virginia Clay was received ($7000.00) It is not restricted in any way. John Maher doing necessary paper work.
Discussion in progress concerning Continental Cable fundraising telethon.
Computer classes for the public personal computers may be needed. Adults are having problems with the computers and demanding staff assistance despite notices that staff are not available.
Pipes frozen in boiler room resulting in damage to the area.

Russell Fund - Nothing to report at this time.

Author program
Sub-committee meeting every two weeks.
Plans being made around speaker.
Letters going to publishers in New York.
Potential top 4 speakers being discussed

A display from the Robbins Print Collection will be hung next week. Bills coming later. Sunday librarian Debbie Shoup giving this matter attention. Up to $1000.00 voted for the the completion of work on the Robbins Print Collection project from the Robbins Print Fund.

Invoices for payment
All presented by Barbara Muldoon approved.
The following from Maryellen Loud approved.
2 Reading Room Chairs from previous bid- Office Pavilion - number 14184, $5,513.94
9 plants- Rentokil #6389 $1,381.20- tentative approval pending itemized list purchased in June by Margaret Spengler
Service contract for plants Rentokil #6386 $433.00

Other
The Director discussed the stress workshop planned for library staff. Motion made to allow the expenditure of up to $600.00 from Trust Funds from Staff Development.

Also recommended use of Sunday employees to cover Staff at conferences etc. Approved by Trustees.

Debbie Lewis, a page at the Library, will be recognized by the Department of Mental Retardation, State of Massachusetts. Frank Donnelly to get details and inform Helen Kass so that a note can be sent to Debbie in connection with her accomplishments.

F. M. Donnelly
Secretary

Meeting of the
Board of Library Trustees
Tuesday, January 10, 1995

The meeting was called to order by Chairperson Helen Kass at 7:55 P.M. In attendance were Helen Kass, Joyce Radochia, Barbara Muldoon, Frank Donnelly, David Castiglioni, Patricia Deal and Gary Phillips.

Staff Attending - Maryellen Remmert-Loud, Director.

**The Board members welcomed Gary Phillips to his first meeting as a new library trustee. (As amended at February 14, 1995 meeting).

Minutes of the December 13, 1994 meeting approved.

Communications
Correspondence between Betty Pinckney and Joyce Radochia concerning the Meeting Room being named in her honor (Pinckney). See old business for details.
Treasurer's office and Barbara Muldoon concerning normal October monies transferred to Library. Treasurer several months behind due to renovations now going on at Town Hall.

Community Time - NONE

FY 96 Budget
Maryellen Loud reviewed the reductions to the Library Director's requested budget as submitted by the Town Manager to the Finance Committee. The Town Manager's budget recommendation was level-funded compared to the FY 95 budget; the Library Director's budget request included a $104,409 increase. One page entitled Preliminary Reductions to FY 96 - Requested was distributed. Each item listed was discussed in detail.

Russell Fund
Total $6430.27 spent in the period July 31, 1994 to December 30, 1994 covering numerous items. Budgeted $16,000 for FY 95.

Mid year Trust Fund expenditures report.
Two pages detailing figures furnished to us. It outlines the amounts spent and the balances remaining.

Director's Report (It will be furnished in written form later).
Time did not allow for it to be ready tonight.
Items-
Adult Services Videos
Three book displays
Tax Forms for 1994 now available
12 programs for children
Gates not working properly
Should we restrict museum passes to Arlington residents only
Handicapped door at Fox Branch not working properly
Book Sale - February or March 1995

Potential problems between Builder and Town of Arlington
Prints for Fox Branch From Robbins Prints - $1500 in this account available for this project.Approval given for Director to proceed.
Receipt of 2 photos from Oakes Plimpton painted by Ian Mott sizes approximately 6 x 9 and 8 x 16 inches. Trustees suggested that these be displayed in the Conference Room instead of the rotunda. This matter will continue to have the Director's attention.
Quilt in the Children's section. It was moved and approved to allow $150 for purchase of a quilt. It will be hung on the wall in that section.

Annual report will be mailed to us and we should reply by Tuesday, January 17, 1995 to the Director. She will then consult with Helen Kass prior to completion.

Old Business
Joyce Radochia arranging the Betty Pinckney event. Betty Pinckney is a former trustee and major organizer in arranging for the new Library.

Lecture is planned with Patricia Deal handling details. She presented a two page report dated Jan. 10th with complete details as to actions at this time. She welcomes any additional assistance at this time and invited all to her next meeting.

Reimbursement of $46,483 to the Trust Funds for architectural and fundraising expenses. Helen Kass sent memorandum to the Permanent Town Building Committee as to when it would be on their agenda. No reply at this time.

Editing of tapes taken by Mary White could cost from $200 to $2000. Item tabled until next meeting. Prior to meeting Patricia Deal will talk to Elizabeth Zarella about this matter.

Invoices for payment. All presented by Barbara Muldoon approved. None were received from the Director.

Meeting adjourned 10.40 PM.

Next meeting February 14th at 7.45 PM. - Robbins Library.

F. M. Donnelly
Secretary.

Meeting of the
Board of Library Trustees
Tuesday, December 13, 1994

The meeting was called to order by chairperson Helen Kass at 7:55 P.M. In attendance were Helen Kass, Barbara Muldoon, Frank Donnelly, David Castiglioni, Patricia Deal.
Absent: Joyce Radochia - Also one vacancy.
Staff Maryellen Remmert-Loud, Director and Mary White, Assistant Director. No guests.

Minutes of November 9, 1994 meeting approved.

Communications:
Mary White sent excellent note concerning the party held in her honor. We all agreed she deserved it for her numerous contributions to the Library.
We received in memory of Bruce Wright's Mother-in-Law (Barbara Jeffrey) donations amounting to $760.00. The memorial donations in memory of Morton Cohen has reached over $600.00.

Community Time - NONE

FY 96 Budget
Two reports received entitled:
Town of Arlington Budget Worksheet as of Nov. 1, 1994
and Town of Arlington Salaries and Wages Fiscal Year 1996
Both reports were reviewed and discussed in detail. Requested increases included full-time professional librarian, full-time circulation assistant, salary increase for pages, library materials including books, cds and audiovisual. Expenditures for Fox Library Branch were included in these reports. Sundays to be funded with state aid money.

Director's Report - November 1994 - 2 pages
Trustees reviewed and discussed all items contained in this report. The Director was involved in the entire discussion.

Position of Assistant Director - 11 or 12 candidates interviewed at this time. Department heads will interview 4 finalists. At this time it appears that one of the four will be hired.

Russell Fund - Summary of the spending in this account will be made known at the January 1995 meeting.

New Business
In connection with volunteers we have approximately 30 at this time. Library Construction videos need to be edited. Mary White will follow up on this project to receive cost estimates.

Brochures - Trustees approved budget not to exceed $500.00.
Trustees deferred any expenditures for art brochures.
Nursery rhyme quilt to hang by Bay Window request for $150 held for next meeting for additional discussion.

Request for $650.00 for repairs of art prints and art print bags. Funds from Robbins Print monies approved.

April is National Library Month - The Town Manager has requested that the Trustees consider offering an author night similar to what was presented years ago. Trustee Patricia Deal is interested in participation in this event. Patricia will chair Trustee sub-committee and talk to the Friends of the Library concerning same. Trustees to contact Patricia Deal if they wish to serve.

Invoices for payment:
All billings presented by Barbara Muldoon approved.
The following presented by the Director were approved:
11519 Murphy Electric $775.00
1831 Monitor Equipment Co. Inc. Not to exceed $4000.00
629C6058606 Rentokil $97.63
629C6061835 Rentokil $97.63
331524 Copley Systems $275.01
7410 Electrotech Associates $2094,00
7427 Electrotech Associates $5400.00
7426 Electrotech Associates $279.00
7419 Electrotech Associates $1884.00

Approval needed to purchase gas log and screen out of fund raising money. Not approved.
The Board felt we had greater needs for other things for this money. Board also had concerns for safety and need for staff to supervise.

Meeting adjourned approximately 10.15 PM.
Next meeting - January 10, 1995 second Tuesday at 7.45 PM.
Conference Room 4th Floor.

Francis M Donnelly, Secretary.

to obtain historical information on the Robbins Family. We will be informed as to results.

Invoices for Payment. All invoices furnished by Barbara Muldoon for Trust Funds approved. No invoices received from Maryellen Remmert-Loud.

Dallin Sculptures - A report entitled Cyrus Dallin Sculptures owned by Robbins Library was reviewed and comments were made based on a recent review of the sub-committee. It was agreed to examine spaces for display as Trustees left the building tonight. Ms. Remmert-Loud was directed to obtain prices for bonnets and pedestals for various Dallin sculptures.

Adjourned 10:15 PM.

Next meeting December 13th Tuesday at 7:45 PM in the Conference Room - 4th Floor.

Francis M. Donnelly
Secretary

Meeting of the
Board of Library Trustees
Tuesday, October 11, 1994

The meeting was called to order by Chairperson Helen Kass at 7:50 PM. In attendance were Helen Kass, Joyce Radochia, Barbara Muldoon, Frank Donnelly, David Castiglioni, Patricia Deal, (one vacancy).

Staff attending were Maryellen Remmert-Loud, Director and Mary White, Asst. Director.

Guests attending were Patsy Kraemer, Director, Human Services and Marcel Kopp, local citizen.

Minutes of September 13, 1994 were approved.

The Board reviewed proposed meeting room policies including Fox Branch. Patsy Kraemer discussed in detail the present status of Fox as a community center/library. No trustees are presently on the Fox Planning Group established by the Board of Selectmen. Discussion included purposes for use of the building, gift monies received and how to use. There are two sets of keys and two alarm codes at Fox- one to protect Fox Library and second one for doorway and downstairs meeting rooms. Keys and alarm code for downstairs only are given to community groups to use the meeting room by Patsy Kraemer. No custodian is present. Use of space is prioritized for library first, town agencies and then citizen groups.
Ms. Kraemer gave examples of usage:
Mondays 7:30 to 9:30 PM- 10 people
Tuesdays 7:30 to 8:30 PM- 5 or 6 people
Wednesdays (every other) 5 or 6 people- 7:30 to 8:30 PM
Saturday mornings 10 AM to 12 Noon AA Program
Other Groups- Girl Scout Leaders - Potential Christmas Performance.
It was agreed the Trustees would meet again with Patsy Kraemer in about 6 months.
The draft for discussion for groups using the Robbins Library Meeting Rooms was discussed and changes made. These will be incorporated into the draft and available for vote at the next meeting.

Marcel Kopp met with the Trustees to review his proposal. In the Trustees file of papers received prior to meeting was correspondence outlining in detail Mr. Kopp's request for Performance Space and support for his grant to the Arlington Arts Council. After lengthy discussion by all concerned, no action was taken at this time as the final use of library meeting room space has not been determined. Mr. Kopp cannot use the Robbins Library name on any correspondence or public relations papers. Discussion included the feeling that the meeting space must be for entire community and at this time the Trustees have not reached a decision on fees or on policies. This matter is in process and not completed. Ms. Loud was directed to write a letter to Mr. Kopp concerning the Board's feelings.

Director's Report - Written report for September presented. Ms. Loud discussed the pending resignation of Mary White. The Trustees are all very concerned and wish Mary the best in the future. Her scheduled leaving date depends on when a replacement is hired.

Russell Fund. No business at this time.

Communications:
The following thank you notes were received: The Russell Bilafer Family, Maryellen Remmert-Loud, Rosalind Kantrowitz. All three were excellent and so very sincere. The Trustees appreciated them very much.

Preliminary Discussion of Administration and Trustee Goals and Objectives will receive attention at the November meeting.

Invoices for payment:

$1200.00	9-21-94	Invoice 1397	Gertje Assoc.- Computer equip.
$1740.00	9-29-94	322330	Copley Systems- printers
$17040.00	9-12-94	1388	Gertje Assoc.- Computer equip.
$52.49	9-29-94	11361	Margaret Spengler- planters
$97.63	9-02-94	39437	Foliage Plant- maintenance
$1279.94	9-19-94	412100333389	Circuit City- Computer equip.
$18226.10	8-31-94	91480	Office Pavilion- furniture

Meeting Ended 11:25 PM - Next meeting Wednesday, November 9, 1994

F. M. Donnelly
Secretary.

MINUTES OF ROBBINS LIBRARY BOARD OF TRUSTEES

Tuesday, September 13, 1994

The meeting was called to order by Vice-Chairman, David Castiglioni at 7:55 p.m. Pat Deal, Barbara Muldoon and Joyce Radochia were present. Absent were Helen Kass and Frank Donnelly. Staff attendance: Maryellen Remmert-Loud, Director and Mary White, Assistant Director.

COMMUNICATIONS:
*Ms. Remmert-Loud distributed and discussed a letter from Alice Miele regarding the Circulation Department service. Chairman Helen Kass is responding to the letter.
*League of Women Voters sent questionnaire which Ms. Remmert-Loud will mail this week.
*Frank Foster suggested using the sketch of library for Christmas cards.

MINUTES of August 3, 1994 were approved (Radochia/Deal).

REPORTS:
*Director's Report (July/August 1994) accepted.
*Russell Fund Report was approved and amended (Radochia/Muldoon).
*Ms. Remmert-Loud reported that the Russell Reception for the dedication of the Children's Library will begin at 4:15 on Saturday, October 1.

RUSSELL FUND:
Mrs. Muldoon mentioned there is approximately $16,700 in interest to spend for FY95. Motion (Deal/Radochia) passed to accept the FY95 requests of $15,000.

TRUST FUND ALLOCATIONS:
Mrs. Muldoon submitted a report of the FY94 Budget Expenditures and FY95 Requests. Motion (Deal/Radochia) to approve budget as presented by Mrs. Muldoon, with amendment for Fox encyclopedia and picture molding ($1500) for a grand total of $16,257 ($9,015 from unrestricted income and balance of $7,242 from restricted income) passed unanimously.

MEETING ROOM POLICIES:
Motion (Radochia/Deal) to limit meeting room use to community groups and non-commercial, non-profit organizations or the discretion of the Director passed unanimously. This policy is for FY95 and is subject to review. Additional policies about these rooms will be decided in October -- if not completed at the Trustees' meeting, then a special meeting will be scheduled. Ms. Remmert-Loud will make a chart of area libraries' policies.

PLANS FOR TOURS OF LIBRARY:

Mrs. Muldoon will coordinate. David Castiglioni to volunteer. Mrs. Muldoon will recruit other volunteers. It was agreed that no sign up will be necessary and that tours will probably occur once a month.

DALLIN SCULPTURES:

Ms. Remmert-Loud reported that some will be going out on loan to the Rockwell_Museum in May 1995. Pedestals and bonnets need to be ordered now. Locations in Robbins Library have not yet been firmed up. The pedestals and bonnets should be ordered for display of the sculptures soon. Therefore, the sculptures sub-committee (Muldoon, Castiglioni, Donnelly, White) should meet again.

ROBBINS PRINT COLLECTION:

Picture molding will be installed in the Conference Room so that some of the Robbins Prints may be displayed.

INVOICES FOR PAYMENT:

*Circuit City: Study room Macintosh w/ printer	$1,349
*Werner Gertje: Study room 486DX/33	1,200
*Electro Painters: book cart painting	3,346
*MJ Industries: book shelving.........not to exceed	3,400
*TSAO Designs: Reading Room lamps.....not to exceed	3,719
*Business Interiors: 2 chairs, Asst. Dir. office	685
*Business Interiors: 2 chairs, Admin. Office	995
*Business Interiors: 14 chairs, Conference Room	8,727
*ProQuip: staff lockers	3,695
*Foliage Plant Systems: plant maintenance	97.63
*Designs in Blind: Community Room blinds/drapes	688

Meeting adjourned at 11:00 p.m.

Next Meeting: Tuesday, October 11, 1994 - Conference Room

Minutes submitted by Mary H. White.

a:trustee9.94

Minutes of Robbins Library
Board of Trustees
Wednesday, August 3, 1994

In attendance: Chair J. Radochia, D. Castiglioni, H. Kass, P. Deal, F. Donnelly (one vacancy) one excused B. Muldoon.
Staff: Maryellen Remmert-Loud, Director, - Mary White, Asst. Director and Marianne Uttam, Head of Children's Services.

Call to Order: 7:55 PM

Approval of Minutes: Yes

Russell Fund - FY 95 - Detailed report of plan by Marianne Uttam - Trustees had received outline covering $15,000.00 requested and explanation as to how that money would be used.
In the absence of Barbara Muldoon neither this item or the Trust funds requests - FY 95 were completely approved. Tentative approval given to Russell Fund requests.
Items requiring immediate action did receive attention.
Items such as the following received attention and were approved.
600.00 of the $1400 Performers approved as advance on total amount.
$500 Children's Framed Prints (Restricted Funds) and Reading is Fundamental (RIF) 75% Federal money also approved.
Trust Fund requests for $1500 picture molding (Restricted Funds) approved and also Art Prints $2000 (Restricted Funds).

Community Time: None

Communications:(examples)
A patron, Susan Genser was interested in tours of the building for citizens to assist with orientation. She volunteered to assist.
The loan of Dallin sculptures to Rockwell Museum in Corning, NY was approved after detailed discussion. Trustees support this project which has scheduled date of April 16 through August 27, 1995.
Concerns of a patron, Karen Nichols, were discussed including concern that new books are not in a user friendly section. Maryellen Loud will respond to the letter.
Also requests for information pertinent to our fundraising campaign were discussed. The request was for names, addresses, amounts by category. Trustees decided that we could make available a listing of donors by category as this is public information. Those wanting a listing could make copies. This information is already public as it can be obtained from the plaques hung in the library. Kathy VandenHeuvel wants this information for the School Supt. for a potential fundraiser for schools.
The Board of Selectmen will hold a reception for the Japanese Exchange program participants on September 23rd at Robbins Library Reading Room.
The Trustees were not interested in purchasing prints of Arlington from Mr. Folsom.

Directors' Report:
The library is very busy. Air Conditioning and elevators have been down causing problems with working conditions. Problems with acquiring Civil Service List for a part-time custodian has delayed hiring the part-time custodian and it is difficult to keep building clean with vacations and lack of custodial help.

Fox Library - Community Center Committee has been meeting. Fox neighborhood representative has concerns over design. Next meeting August 11th - progress slow.

Nominating Committee Report - F. Donnelly gave short report before stating recommendations, which were Helen Kass, Chair- David Castiglioni, Vice-chair - Frank Donnelly, Secretary and Barbara Muldoon, Treasurer. Motion was approved.
Nominating Committee also suggested we remain in operation all year and that they be allowed to contact Town Manager in connection with Board vacancy. Approved.
Nominating Committee - F. Donnelly and P. Deal replacing H. Kass.

Use of Conference Room - Next meeting.

Schedule of hours :
State money to allow opening on Sundays.
Period October through May. We will close Town Day - September 24th. Fox library neighbors to be surveyed to determine hours they would like to be opened.

Dedication of children's room.
Saturday, October 1st - 4:00 PM. Family members, guests, and trustees invited. Punch and refreshments served. Approximately 50 people.

Other: Two plaques to be placed in library requiring wording to be completed. Helen Kass will work with the Director on this matter.

Building project invoices for payment and purchase orders. All the following were approved for payment. Amount and invoice/p.o. numbers shown.
$17040.00 5946 P.O. to Gertje Assoc.- Computers
$600.00 FF&E P4L3 P.O. Palmieri- Shelving
$520.00 3570 P.O.- Designs In Blinds- Blinds
$143.90 3485 Invoice- Helen Kass- reimbursement for paper goods
$87.56 5884 Invoice- Peg Spengler- Donor Honor Roll Book
$18394.63 3831 Invoice- Monitor Equipment- Furniture
$1171.56 5902 P.O.- Foliage Plant Systems- 1 yr. service
$97.63 35409 Invoice- Foliage Plant Systems- monthly service
$31.99 3600 Invoice- Kwik Kopy- Invitation Insert

Meeting adjourned 11.20 PM. Next meeting Tuesday Sept. 13th 7:45 p.m. - Robbins Library.

Francis M. Donnelly,Secretary

July 1994 - no meeting

Minutes of Robbins Library
Board of Trustees
Tuesday, June 14, 1994

In Attendance: David Castiglioni, Pat Deal, Barbara Muldoon, Joyce Radochia
Absent: Frank Donnelly, Helen Kass
Staff: Maryellen Remmert-Loud, Library Director

Call to Order 8:00 PM

.Minutes of Meetings for 4/12, 5/10, and 5/17 were approved.

.A Punch List of open items retaining from the Library renovation has been drawn up, by Bob Cadigan, and is being addressed. A partial list includes: the book drop, meeting room pantry, rotunda skylight, furnishings and shelving.

.During the opening days of the renovated library, there were delays in checking out books due to problems with the bar code scanners due to improper installation. This is being resolved.

.Several pre-school groups have been coming through the library on tours.

.The program to welcome children to the newly opened childrens room was held on Saturday, June 11th and was well attended.

.Joyce Radochia, Chair of The Board of Trustees, was commended for her work on the dinner held prior to the Library opening.

.A review of the art work in the Dallin Library, the High School and the Main Library has been discussed. Barbara&David are interested in this. Mary Ellen Remmert-Loud requested that a sub committee for art review be formed. Barbara Muldoon and David Castiglione will serve on that committee.

.The dedication of the childrens library in the fall, with the Russell family, was discussed including wording of the plaque.

.The wording of the plaque to honor former Trustee, Betty Pinckney for her hard work and vision, was also discussed.

.Invoices were presented for approval.

.A Community Center Advisory Committee for the Fox Library Project, will be formed by Patsy Kramer. Hours for the Fox Library will be: T/TH/F 9 - 5 and Wed. 1 - 9.
Criteria will be established to measure the Fox Library use, including days of week and time of day that library is most used. A suggestion was made that magazine subscriptions would be an appropriate donation to Fox Library.

.The development of note cards, featuring the Robbins Library image used on the invitation to the opening, was suggested. The cards could be sold as a method of raising funds to replace the $5,000 in Trustee Funds that was given to extend service at the Fox Library. It was the consensus of the Board that the cards should be developed and their sale supported.

.A letter to the editor of the Arlington Advocate will be sent to thank town citizens for their assistance in completing the building and their patience during renovations.

.It was recommended that a notebook be made available for Library users to allow them to write in comments or suggestions for the Library.

.Concern was expressed about proceeding with the replacement of the window coverings for the windows in the Reading Room.

.A Nominating Committee to present a slate of officers for the Board of Trustees was formed. Frank Donnelly and Helen Kass will serve on the committee.

.Trust Fund requests from Library staff, are due in July and will be presented to the Board at the next meeting.

.Meeting adjourned approximately 10:45. Next meeting was scheduled for Wednesday, July 13th.

Board of Library Trustees Special Meeting Monday June 6, 1994.

The meeting was called to order at 6:30 p.m.

In attendance were Chair Joyce Radochia, Helen Kass, Barbara Muldoon, David Castiglioni, Frank Donnelly, Patricia Deal. **Staff Maryellen Remmert-Loud - Vacancy ONE.**

Three items on agenda: (1) Fox Library (2) Final coordination of the two ceremonies and (3) possible building project invoices to be signed.

Item one - $5000 trust funds to be placed toward funding for Fox Library. This was requested by the Town Manager and Finance Committee. After long discussion in which motions were made and withdrawn the following action was taken. Make two motions.

Vote to support the inclusion of a library presence among the services of a community center in East Arlington at present Fox Library location. (H. Kass and B, Muldoon) vote unanimous.

Vote to make a one time ONLY appropriation of $5000 from library trust funds to allow the evaluation of the level and nature of library usage at Fox during the first full year of operation of the expanded Main Library (FY 95). Vote Yes Castiglioni, Deal, Donnelly, Kass; No: Muldoon, Radochia. Many comments by those voting yes they would not vote yes next year.

Item three - Bills presented were signed.

Item two opening ceremonies:
Video Tuesday and Thursday.
Tours at both dedications.
Refreshments Tuesday in the Reading Room and on Thursday outside in tent.
Mrs. Spengler has assigned servers for refreshments.
Frank and David will distribute programs.
Numbers expected are 225 on Tuesday and 1,000 on Thursday.
About 53 anticipated (tables of eight) for dinner on Thursday.
Guests include: K. Greeley-M. Dukakis - W. Bulger. Gov. Weld not available.
David will handle chairs for ceremony as well as needed speaking equipment.

Mrs. Spengler requested all to do their best to make this an outstanding event.

Permanent Town Building Committee present (They arrived after item one was handled).
Margaret Spengler, Frank Sonnenberg, Charles Fagone, Katharine Fennelly.

The meeting adjourned at 10:30 p.m.
F. M. Donnelly, Secretary.

file

ROBBINS LIBRARY

617 - 641 - 4884

700 Massachusetts Avenue, Arlington, Massachusetts 02174

TO: BOARD OF LIBRARY TRUSTEES

FROM: MARYELLEN REMMERT-LOUD

DATE: JUNE 2, 1994

RE: MEETING ON MONDAY, JUNE 6, 1994

The Board of Trustees will meet on Monday, June 6, 1994 in the Conference Room of the library at 6:30 p.m. There will be three items on the agenda: (1) Fox Library (2) final coordination for the two ceremonies (3) possible building project invoices to sign.

The Finance Committee has requested that the Trustees vote $5,000 towards the $27,000 needed to maintain library services at Fox. The Town Manager asks that the Trustees agree to this. The Town Manager is looking for other avenues for the additional $22,000. The Finance Committe has scheduled a meeting with the Town Manager and I on Monday night at 7:30 p.m. to discuss this.

Peg Spengler will tentatively meet with the Trustees at 6:45 p.m. or as soon as the Fox discussion is completed.

Minutes of Robbins Library
Board of Trustees
May 17, 1994

Special Meeting covering opening ceremonies for the building.
Attending Joyce Radochia, Helen Kass, David Castiglioni, Patricia Deal, Frank Donnelly.
Staff Maryellen Remmert-Loud, Library Director
Guest: Margaret Spengler

Dates for Ceremonies- Tuesday June 7th (Donor Reception) and Thursday, June 9th.(Dedication)

Donor Reception

Patricia Isaia will handle food.
Time schedule 7.30 PM to approximately 9.15 PM. for Donor Reception.
Menu champagne punch (non-alcoholic) cheese and crackers, also sweet cookies.
Needed:
Paper goods, napkins, cups, etc. approximately 207 donors involved could be two for each donor. Helen Kass needs colors and amounts.
Set up of tables (see Pat Isaia).
Flowers - Charles Fagone for both events.
Music Arlington Belmont Choral Group. (Will practice Tuesday for Thursday event.)
7 mini dedications planned at 15 minutes each

Dedication

Harp or that type of instrument Thursday night only.
All equipment needed for speaking - David Castiglioni
Tours Tuesday and Thursday night many suggestions no definite action. Barbara Muldoon to plan.
History and map of Library needed for both nights.
At dedications - signs, times and places needed.
Children's room dedication October 1994
Town Manager and Chair of Trustees will welcome all.
People have to be assigned to key guests at dedication.
Exact speaking point has to be determined.

Thursday, June 9th Unitarian Church 7.30 PM Meal. Approximately 60 people invited.
Potential for organ concert - dinner planned same as 100 years ago.
If rain, it will be inside.
Tent outside for refreshments - no food in Library.
Invitations out by June 1st if at all possible

Saturday, June 11th - Children' program - plans in progress.

Meeting adjourned. Sub-committee will continue to hold meetings and trustees will assist as needed.
Francis M, Donnelly, Secretary.

Minutes of Robbins Library
Board of Trustees
Tuesday, May 10, 1994

In attendance: David Castiglioni, Frank Donnelly, Patricia Deal, Helen Kass Joyce Radochia.
Absent: Barbara Muldoon - one vacancy
Staff: Maryellen Remmert-Loud, Library Director

Tour of old building 7:30 PM to 8:40 PM

Call to Order 8:40 PM

Minutes of Previous Meeting: None at this time.
Communications: None

Community Time: None

Reports:
Maryellen reported Mary White worked on borrower's brochure which will be printed in time for the dedication ceremonies. It is titled "Welcome to Robbins Library". Voted to secure sufficient copies for present needs and a two year supply on marbleized paper.

Reported that stairway carpet would be bright red in color.
Three shelving items need attention at a cost of not to exceed $3,798.64. Approved.
Dedication ceremonies reported by Joyce Radochia.
Opening ceremonies Tuesday night - June 7th - 7.30 PM
Refreshments served; also potential of music and tours - Discussion on mini dedications at various points.
Gordon Russell will not be able to attend and requests the dedication of the Children's Room be postponed.
On June 9th dinner at Unitarian Church for Library trustees, Permanent Town Building Committee, Chairman - Board of Selectmen, Governor, former Governor, Board of Library Commissioners. Count could be 50 to 60 people.
Speakers could be Town Manager, Chair of Board of Trustees, Governor, former Governor with Chuck Kraemer the featured speaker.
Fox Community Center Meetings continue- no final action.
Appointment of Nominating Committee -On June 1994 agenda.
Sculptures- each item discussed and actions approved covering each so that Library Director may proceed. Restoration approved for the four bronze sculptures (Four Seasons) for Reading Room and Fiction Room fireplaces and marble sculpture of Nydia. The location and type of display for the Dallin sculptures will be decided after the opening ceremonies when all furnishings are complete.
Need trustees to attend Legislative Day at State House to support requests for funding.
After dedications, approximately one week, a poetry reading may be scheduled by Marcell Kopp at the library.

Need to approve meeting room policy postponed since no reservations will be taken from the last week in June through September as it

will be in use for the Town Manager's office.
Town Manager has recommended certain area of Library to be named after Margaret Spengler. After discussion it was voted to support his suggestion.
Two items have been secured:
Bench for fiction room.
Fountain for the patio selected and ordered by PTBC.
Paper work to follow:
Trustees encouraged to attend meeting at Fox Library next Tuesday night.
Meeting adjourned approximately 11.00 PM. Next meeting June 14th.

Francis M. Donnelly
Secretary.

Minutes of the Robbins Library
Board of Trustees
April 12, 1994

In attendance- David Castiglioni, Patricia Deal, Helen Kass, Barbara Muldoon, Joyce Radochia.
Absent-Frank Donnelly.
Staff: Maryellen Remmert-Loud, Library Director.

Call to Order: 7:40 p.m.

The minutes of March 8, 1994 were approved.

Maryellen Loud reported that progress was still slow on the building project although the architects felt a June date was reasonable. Preliminary planning for the dedication ceremonies was reviewed. The director is still in the process of obtaining estimates for sculpture restoration and display. The original estimates were too low as the cost is very expensive for plexiglass bonnets and pedestals. A recommendation will be made at the next meeting.

The library will meet the terms of the trust for the expenditure of the Russell Fund.

Barbara Muldoon gave an update on trust fund expenditures by category.

Maryellen Loud reported that the Finance Committee accepted the Town Manager's recommendation with no funding for the Fox Library. The Community Center concept is under review with a provision for a Reading Room within the building with periodicals, newspapers and paperback books.

The meeting adjourned at 9:30 p.m.

Minutes submitted by Maryellen Loud.

ROBBINS
LIBRARY

617 - 641- 4884 700 Massachusetts Avenue, Arlington, Massachusetts 02174

Minutes of Robbins Library

Board of Trustees

Tuesday, March 8, 1994

The meeting was called to order by Chair Joyce Radochia at 8.10 PM. Helen Kass, Barbara Muldoon, Frank Donnelly and David Castiglioni were present (two vacancies).
Staff Attendance: Maryellen Remmert-Loud, Director.

Minutes of Previous Meetings (Accepted dated 2-2-94).

COMMUNICATIONS NONE

COMMUNITY TIME NONE

REPORTS
Director's Report of February 1994 - Distributed, reviewed and discussed.
Architects working with elevator people in efforts to correct problems.
We had problems within the Library during school vacation week and this will be outlined in the March 1994 report.
Reported by chair Joyce Radochia that preliminary discussion held with Maryellen, Peg, Helen and herself on dedication of the library. Discussion included a potential Sunday afternoon event for those that contributed $500.00 and up. Tours and simple refreshments - music in background.
A sub-committee of the Library Director and one member each from the Permanent Town Building Committee and Library Trustees was formed to plan the donor reception and dedication ceremonies. Peg Spengler, Joyce Radochia and Maryellen Loud will serve on this committee. The dedication ceremonies will be on a weekday evening later in the week. Approximately 500 invitations needed for donors ($500.00 and over).

BUILDING PROJECT

Change orders, billings, and decisions may need to be made prior to next Trustees meeting. Lamps again discussed and changes would appear to be in process.
Bills to be signed were discussed prior to signing and are outlined below:

4 large wing chairs-	$5513.92
6 periodical stack units-	$17,646.00
Work Station-	$1,389.31
4 small wing chairs	$2,615.28 (deduction).
M.J. Industries - shelving	$2,510.91
Designer Service for donor plaques	$495.00
Dual Aisle Security Gates-	$6,650.00
1 Large Print Magnifying Machine-	$3,395.00 (not to exceed this figure).

RUSSELL FUND

Approximately $12,000.00 spent and $3,000.00 remains to be spent. The considerable cost of food for the Multicultural Fair was discussed. It was recommended that less food be ordered and also questions came up about serving the entire period of the event or only at specific times. The Director will give this matter further attention with the program director.

SCULPTURES/ART WORK

A consultant from the Museum of Fine Arts was hired at a cost of approximately $900 to advise on the location of the sculptures, design of the plexiglass bonnets and pedestals and security. Recommendation was against alarm system. Further discussion to occur once estimates for cleaning and construction of display materials are received.

FY 95 BUDGET Brief discussion - no action taken.

PLA CONFERENCE
After discussion it was agreed to advance each of the two travelers, checks in the amount of $200.00. The Director prepared the needed documentation. The Director will arrange to get the checks to each of the travelers.

OTHER

Two Pages are interested in attending a workshop at a cost of $69.00 each. After discussion it was agreed not to oppose as a matter of policy.

Francis M. Donnelly
Secretary.

Minutes of Robbins Library
Board of Trustees

Wednesday, February 2, 1994

The meeting was called to order by Chair Joyce Radochia at 7.40 PM. Helen Kass, Barbara Muldoon, Frank Donnelly and David Castiglioni were present (two vacancies).
Staff Attendance: Maryellen Remmert-Loud, Director.

Finance Committee Representative/Budget:
Robert Scoppettuolo, Finance Committee Representative attended the meeting from 7:45 PM to 8:25 PM. The Director reviewed the budget(Budget #27- Libraries) in detail. She explained the differences in the library's request and the Town Manager's recommendation and also reviewed the formula for the utility budget. Mr. Scoppettuolo asked questions and made comments. Board Members also participated in the discussion. The Director did an excellent job of reviewing all the facts and figures. Mr. Scoppettuolo thanked the Director and Trustees at the conclusion of the presentation and advised he will be bringing back to the Finance Committee all of the details received at this meeting. A copy of the Town of Arlington - Operating Budget Fiscal Year 1995 (libraries) was presented to all in attendance.

COMMUNICATIONS:
Thank you note from Mary White for the Holiday Centerpiece.

COMMUNITY TIME: None.

REPORTS:
Mary White gave birth to a son, Connor on February 2nd. (8 pounds 10 1/2 ounces). Mary will be on maternity leave for five months. Some of Mary White's duties have been given to other staff members. Maryellen will take some reference desk time per week and assume coordination duties with department heads in Circulation, Adult Services, Technical Services and Custodial.

In connection with the Robbins Print Collection, Suzanne Forster-Castillio, Director of the Smith Museum has advised that the Arlington Historical Society wants to review her proposal before it is forwarded to the Library Board of Trustees.

BUILDING PROJECT:
Final date is still undecided.
One contractor has been terminated.
The elevator continues to malfunction and the Director will pursue with the PTBC the legal options available.
The leak from the balcony is hopefully solved; need additional rain storm before making final decision.
Requisitions in the amount of $17,465 for purchase of equipment (computer terminals, laser barcode scanners, printers) were discussed. These will be purchased from the fund raising money. Motion made and approved to process each of these requisitions.

Trustees signed the vouchers.
Next meeting of the Permanent Town Building Committee scheduled for February 8th.

RUSSELL FUND:
Six months summary. $5,128.00 spent - slightly over $10,000.00 left to be spent. Program of Tribal Rhythms (singing, drums, and line dancing) was very well received by the children and parents attending.

SCULPTURES AND ART WORK:
Architects reviewing the alarm proposal.
Four letters for proposals sent out and only 2 positive responses. Materials have to be studied at the storage sites. Skylight Studios being contacted next Monday and the other one is Trefler & Sons. Harvard Institute for Conservation Studies has also been contacted. Work to be done includes but not limited to restoration, installation, transportation and construction of plexiglass cases.

MID YEAR REPORT _ TRUST FUND LIAISON:
Barbara Muldoon reported that most of the budget for reference books has been spent (mainly restricted funds); 1/2 children's budget has been expended (not summer reading club); Staff development has a balance of $3,611 (Much of the funding will be used for the Public Library Association Conference in Atlanta); $1,200 is available for written public relations materials for the building project including a new borrower's brochure and maps.

MID YEAR EVALUATION OF TRUSTEES AND ADMINISTRATIVE GOALS:
Reviewed with limited discussion at this time.

TRUSTEE FUNDS:
ELBRIDGE FARMER Fund - Holds once a year meeting. Needs one of our trustees for treasurer.(David Castiglioni accepted) In recent years approximately $4000.00 has been received as interest.

Next meeting will be Tuesday, March 8th, 7:30 PM at Robbins Library.

Adjourned at approximately 10:00 PM.

Francis M. Donnelly
Secretary.

Minutes of Robbins Library
Board of Trustees

Tuesday, January 11, 1994

The meeting was called to order by Chair Joyce Radochia at 7.45 PM. Helen Kass, Barbara Muldoon, Frank Donnelly and David Castiglioni were present (two vacancies).
Staff Attendance: Maryellen Remmert-Loud and Mary White, Director and Assistant.

Minutes of previous meeting (12-14-93) were accepted after the following changes were made:
The $48,000 voted by the Town Building Committee was part of the $600,000 and estimated amount left is $100,000. Travel plans are still open - discussion - monies not approved at last meeting - discussion and vote to be taken at a future meeting. Report on Arthur Murray Dallin should include he was born in 1898 and studied in Paris.

COMMUNICATIONS:
Card and letter from Stella Shen expressing her appreciation for the clock she received from the Trustees on her 25th anniversary of service to the library.

Thank You note from Maryellen Remmert-Loud for the floral arrangement we gave her at Christmas time and expressing her appreciation for having Trustees that support her.

Discussion with Frank Coscia (Arlington Resident) concerning a sculpture which he would like to turn over to Library for display. It was suggested we set up committee to study potential gifts. Maryellen to contact him and advise him that at this time we cannot accept his gift because we have a considerable number of sculptures to be placed in the new facility and that a sub-committee will be formed to study future needs. The object is a bronze egret by Rachel Coscia.

COMMUNITY TIME: - NONE

REPORTS: Director's report dated December 1993 discussed. Especially problems with heating system, elevator and leak in Main Library addition.

BUILDING PROJECT:

Name of Board Meeting Room. Much discussion. Motion made by Helen and Barbara to have it known as Conference Room. Motion passed.

Lamps: Discussion as to type of lamps in both old and new buildings approved by Permanent Town Building Committee; 20 to 30 lamps needed at estimated cost of approx. $336.00 each. Will be paid for by furnishing account. Architects are getting exact

cost for approval by PTBC and Trustees.

Sample signs shown and discussed. We were satisfied.

Building dates for take over still undecided. Receipt of furniture still a problem. May need to establish a date for completion of project that Tocci is certain to make so delivery of furniture can be scheduled.

Donor Plaque Bids - Bid $9810.00 accepted. 50% down payment required. Bidder Whitney Veigas, Architectural Products. This is Donor signage Bid #2713.

RUSSELL FUND:

No report, other than we are spending for numerous needed items.

1993 ANNUAL REPORT:

Review and suggestions.
Changes by Helen Kass given to Maryellen. These include: Make part of third paragraph part of first paragraph. Thank Staff and Public. Mention Russell Fund in section on Children's programs. Correct problem with chronology in paragraph on children's services. Maryellen to send Trustees a copy of final report submitted.

FY 95 BUDGET:

Town Manager's budget included the entire increase requested for utilities at Main Library and additional funds for library materials to meet state aid requirements. All expense costs related to the Fox Library were deleated. Additional personnel requested for Main Library were eliminated but Fox personnel were transferred to Main Library. Sunday hours were not funded.

Frank Donnelly asked if Maryellen was aware of the efforts to make Fox a Community Center. Maryellen stated she was supportive of this effort and was participating in a study of this.

ROBBINS PRINT COLLECTION:

The Director of Smith Museum previously told Maryellen that the Society's proposal was scheduled for the November 1993 Historical Society Meeting. The Library will correspond again with them in efforts to bring this matter to a conclusion.

DALLIN SCULPTURES:

Sub-committee will meet with Maryellen next week and review all decisions made to date. Director will also contact Mr. McGough about his letter to the Trustees, as it would appear that he has a misunderstanding at this time. She will update him on the

library's intention to make security provisions for the sculptures.

PUBLIC LIBRARY ASSOCIATION CONFERENCE:

Must take action tonight if we are to get special air fares to Atlanta in March. Decision to arrange for two staff with potential for additional two later. We have a major problem with scheduling since it is uncertain if this will conflict with the completion of the building project. Motion approved.

OPEN HOUSE:

Approximately 2000 labels needed for invitations to donors and public officials.
Friends of the Library have volunteered to arrange for food for 1,000.
Director to discuss open house with Permanent Town Building Committee.

BOOK DISCUSSION GROUP:

20 signed up and 10 showed. Peter Glass, Director.
Advance funds needed for two books. We support this pilot project.
The two books are: Age of Innocence and Cranford.
We approve purchase of copies of these books with trust funds and also will allow those involved to purchase them. Copies purchased with trust funds will be added to library collection.

VOLUNTEERS:

Volunteer Coordinator is Rita O'Rourke. Her training will be handled by Mary White.

Next meeting will be February 8th - 7.30 PM - Robbins Library.

Adjourned at 10.25 PM.

Francis M. Donnelly
Secretary.

MINUTES OF THE ROBBINS LIBRARY

BOARD OF TRUSTEES

TUESDAY, DECEMBER 14, 1993

The meeting was called to order by Vice-Chair David Castiglioni at 8:40 P.M. Helen Kass, Barbara Muldoon and Frank Donnelly were present (Two vacancies), Joyce Radochia was excused (death in the family). Staff attending, Director Maryellen Remmert-Loud.

Minutes of previous meeting (11-9-93). Accepted.

Communications: (1) Thank you from Beverly Brinkerhoff for our gift, including the book mark.

Community time: None

Building project: Minutes of the meetings of the permanent Town Building committee in file. They were not discussed at this meeting.

Russell Fund: No action taken.

FY 95 Budget: preliminary discussion.
FY 94 Budget: additional budget requests FY 95 costs, (not funded in FY 94).

1 full time Public Service Staff	$23,904.00
20 hours, night custodian	$10,587.00
29 Sundays, moonlighting staff	$20,000.00
1 full time Fox Library Circulation Asst.	$17,456.00
Total of above:	$71,947.00

Utilities Formula used for utilities costs:
($2.35 per square foot) (Allen McClennan - Central School).
Cost $119,850.00 add $16,700.00 for Fox total $136,550.00.

Custodial 20 hours being studied by Director so that final decision can be made.
Motion made to approve $71,947.00 and $136,500.00 as outlined above. Motion passed.

State financial assistance. Formula has or will be changed. No action at this time. Extra money would be for materials.

Warrant article. No action as we have included funds to keep Fox opened. In another year this could be more appropriate.

Annual report will be started shortly and first draft sent to trustees. Trustees can contact Director if they feel more action is warranted.

Permanent Town Building Committee voted $48,000.00 for lasers, terminals and micro computers for the use of staff and public. Library figures all approximate. [redacted] *Of the approximately $699,000 available in fundraising account, $600,000 has been budgeted and the estimated amount left is $100,000. The $48,000. voted for equipment is included in the $600,000.

Motion to cover purchase of equipment estimated at $48,000.00, including security gates and telephones both handling internal and external calls. Motion approved.

** Travel plans are still open - discussion - monies not approved at last meeting.
Discussion- Vote to be taken at a future meeting.

We have to sign change orders that have been approved. Bill from M.J. Industries $10,390.15 for shelving. Shelving is fine. Motion approved.

Permanent Town Building Committee voted not to clean outside of building - apparently stains not possible to remove. Travel: Public Library Assoc. Conf. If four people went to Atlanta costs in vicinity of $3600.00 to $3800.00. We need two rooms. Scheduled in March of 1994 - costs include air fare - rooms - food - registration fees.

Barbara Muldoon reported as follows:

Arthur Murray Dallin and stained glass/World War I Veteran - artist ***born in 1898/ **** studied in Paris returned to Boston. Associated with Charles J. Connick Studios. Never married. Connick papers at Boston Public Library.

Next meeting January 11, 1994 - 7:30 PM and we are returning to Robbins Library.

Meeting adjourned 10:20 PM.

F. M. Donnelly

Secretary

* Amended
** Amended
*** Amended
**** Amended

MINUTES OF THE ROBBINS LIBRARY
BOARD OF TRUSTEES

Tuesday, November 9, 1993

The meeting was called to order by Chairperson Joyce Radochia at 7:35 p.m. Helen Kass, Barbara Muldoon, Frank Donnelly and David Castiglioni were present. (two vacancies). Staff attending: Maryellen Remmert-Loud and Mary White, Director and Assistant.

Minutes of previous meeting (10-12-93) accepted.

Communications - None

Community Time - none

Reports - The Director gave an oral report covering the following points:

Adult Services gave a tour for Arlington High School students.
Press releases expected weekly in the Advocate, both adult and children.
Meetings involving Youth Consultation Center.
New volunteers for mailing list, library newsletter every other month and Monthly book discussion group.
Gaps in Reference desk coverage when Mary White is out on maternity leave.
Bid for cleaning and restoration of art work to be placed in library.
Heating in building is a problem on 3rd floor.
Work on moving bid and donor lists.
11 story times and 5 Saturday programs held.

Building Project:

Howard Winkler continues to have affirmative action concerns both at Building Project Meeting and at Selectmen's meeting of November 8th. He wants better documentation.

Permanent Town Building Committee wants shelving for books to be relocated from the Reading Room to locations in other parts of building. This is of concern to Trustees.

The building to be finished and opened in Spring of 1994. No fixed date.
30 to 40% of louvers in Woburn at this time
Paving and landscape work now in process.
$100,000 reading room restoration authorized.

$875.00 to Whitney Veigas for type setting Donor plaques.
Motion F. Donnelly - H. Kass made and approved.

Invoice Robert Lord Co. - $2896 partial payment
F. Donnelly - B. Muldoon motion made and approved.

Change orders:
(1) to add a work station - $1,389. (approved in concept only). H. Kass and F. Donnelly motion made and approved.
(2) Desks for Director and assistant. Center drawers approved - $200
(3) Approved $225. for Readers Roost.
(4) Two paperback towers - $510.

Estimated figures Fundraising income $684,000 (over). Approximately $277,000 left.

$15,576 for wood periodical shelving in Reading Room on motion by F. Donnelly and H. Kass approved.

Display area. Arlingtoin High School art mural. Only one received. No action taken. Pursue display of artwork and creative writing instead.

Action on furnishings by sub-committee among other things:
Upholstery for reading room furniture examined and selected.
Drapery work not accomplished at this time.
Rug - spiral staircase colors examined.

Russell Fund:
October 16, 1993 Australian tea - 28 children and 16 parents attended. David attended and was pleased.

Approval of Trustees goals and objectives.
Motion B. Muldoon and F. Donnelly approved without change.

Capitol Budget requests:
Computers for public use - lasers - terminals - 2 computers for staff. Potential cost $25,000 to $30,000.

Discussion of Arthur Dallin prints of stainglass windows. We can purchase for $1000 through Mr. Bradley. Questions on restoration and framing costs. Action postponed until December meeting so we can get additional information.

Discussion on anniversaries of Stell Shen and Jim Campbell. Asst. Director advised to proceed as in past.

Meeting adjourned at 9:25 p.m. Next meeting at Fox Library Branch on Tuesday December 14th at 7:30 p.m.

F.M. Donnelly, Secretary
a:bdt11.9

MINUTES OF THE ROBBINS LIBRARY

BOARD OF TRUSTEES

Tuesday, October 12, 1993

The meeting was called to order by Chairperson Joyce Radochia at 7:30 p.m. Helen Kass, Barbara Muldoon, Frank Donnelly, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Two vacancies and David Castiglioni absent.

Minutes of the previous meeting not available.

COMMUNITY TIME: None.

COMMUNICATIONS:

Letter dated October 4, 1993 to Town Manager, copy of which was in Trustee folders. The letter, which was from Joan Atlas tendered her resignation as trustee. Her letter was appreciated by all concerned.

Letter from Gary Genard reporting the excellent work of the library staff which he observed.

REPORTS:

Director's Report for September 1993 was reviewed.

BUILDING PROJECT:

Minutes of the September 1, 1993 Permanent Town Building Committee meeting were reviewed. It now appears the project will be completed in the Spring of 1994; this will cause adjusted storage costs. Discussion occurred involving electrical, asbestos and demolition work on this project.

Invoices for payment for furnishings were discussed and signed. It involved partial payments, first payments and change orders.

Categories for donor plaques were discussed and approved:
Gordon Russell- (wording to be approved by Gordon Russell)
Benefactors- $23,000 to $40,000
Patrons- $10,000 to $22,999
Sponsors- $5,000 to $9,999
Donors- $1,000 to $4,999
Contributors- $500 to $999

Approximate Counts- 4 Benefactors, 11 Patrons, 12 Sponsors, 89 Donors and 87 Contributors.

Marie Gott has requested information on the size of the photograph of her husband for Local History Room. Size of 8''x 10'' was suggested.

RUSSELL FUND:

Discussed how to have the plaque in the Children's Room read after reviewing the memorandum of agreement with Gordon Russell. Maryellen Loud to contact Gordon Russell with two suggested versions to assist him in making decision on the wording of the plaques in the Children's Room and the major donor plaque.

Staff request to use Russell Funds for programs for parents to encourage multicultural openness with their children was rejected. as Trustees felt the intent of the trust was for programs for children. Suggestion was approved for a joint program with children and parents.

TRUST FUNDS:

Friends of the Library voted $1,500 for videocassettes, $2,250 for compact disks, $1,500 for cassette books on tape for a total of $5,250 for audiovisual materials.

In light of this, the previous Trust Fund budget was reviewed. It was moved to rescind the vote of $750 for CDs and $750 for books on tape, to reduce videos from $2,750 to $1,500 and to allocate $200 income from the Hodgdon fund for books. Motion approved.

Both Joyce Radochia and Maryellen Loud to write appreciation letters to the Friends.

HOLIDAY SCHEDULE:

The holiday schedule was approved as follows: close at 5:00 p.m. on the day before Thanksgiving; close at noon on Christmas Eve; close at 5:00 on New Year's Eve.

FY 95 BUDGET:

Preliminary discussion- more to follow at next meeting.

Meeting adjourned at 10:20 p.m.

Next meeting- Tuesday, November 9, 1993 at Fox Branch Library.

Minutes Submitted by Frank Donnelly, Secretary.

ROBBINS LIBRARY BOARD OF TRUSTEES
Tuesday, September 14, 1993

The meeting was called to order by chairman Joyce Radochia at 7:50 p.m. David Castiglioni, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent were Joan Atlas and Frank Donnelly.

Minutes of the July 8, 1993 meeting were approved.

COMMUNICATIONS:

•Mrs. Radochia received a note from a patron in response to the September 5, 1993 Boston *Globe* article on fee-based library services. She supports Mrs. Radochia's opinion that fee-based services should be avoided.

•Ms. Remmert-Loud received notification from the Board of Library Commissioners that libraries will be receiving more money for non-resident borrowing -- 40 cents per transaction for walk-in borrowers. This will be approximately $10,000 in additional funding for the Robbins Library.

•Ms. Remmert-Loud received a letter from Marie Gott, donor of funds for the Local History Room, regarding placing a photograph of her husband near the donor plaque. It was determined that the building plans should be brought to the next meeting so that this matter can be discussed in more detail.

•Mrs. Muldoon received a letter from the Trustees of the Elbridge Farmer Trust Fund that $2,880.64 has been transferred into this fund. This is a 22% decrease from 1992. Ms. Remmert-Loud will send an acknowledgement.

REPORTS:

•The August Director's Report was accepted.

BUILDING PROJECT:

•Tocci estimates it will cost $80,000 to create a water wall at the Children's Library courtyard, the architects believe it will cost $50,000. The PTBC told the architects to explore less expensive costs or a fountain. The contractor will provide water for these options even though a final decision has not been made.

•The back and sides of the building will be landscaped soon. No decision has yet been reached on when the new sidewalk at Library Way will be installed. If completed now it will look nice for the Grand Opening, but heavy trucks may damage it. It may be best to wait until spring.

•The louvers for the roof have finally arrived in Woburn but now some are missing and must be made by the louver company, which is in Chapter 11.

•Smoke from welding torches being used in the old building set off the fire alarms.

•John Bilafer, Town Treasurer, insists he will not bond more than $3 million ($2.8 million already borrowed) but Town Meeting transcripts read that the Town Treasurer has authority to borrow $6.7 million. John Maher has drafted a letter and all information is being sent to the Bond Counsel. All will abide by Bond Counsel's ruling.

RUSSELL FUND REPORT:

A motion (Kass/Muldoon) to accept the FY93 Russell Fund Report was approved. Mrs. Muldoon reported that there is a total of $15,079 to spend for Russell Fund programs in FY94, rather than the $10,000 originally allocated.

TRUST FUND REPORT:

Mrs. Muldoon reported that expenditures from the fundraising money are as follows:
spent - $175,000
encumbered - $241,000
available - $282,944.86

Mrs. Muldoon also reported that interest income on Trust Funds has decreased 42% from FY92. Therefore, only $4900 is available from interest earned and the Trustees will need to go into the accumulated income to maintain the status quo on Trust Fund allocations. Mrs Muldoon agreed to give a complete Trust Fund report at the next meeting so that the Trustees can make a final vote.

OTHER:

•Ms. Remmert-Loud reported that a staff member would like to attend 10 days of workshops on document conservation at the Northeast Documents Conservation Center in Andover. Unfortunately this staff member does not have transportation so this cost would need to be added to the cost of the workshop. After much discussion it was agreed that Ms. Remmert-Loud will see if there are any town vehicles available. If this is not successful, she will see if the Head of Adult Services is willing to attend instead.

•The Board discussed and approved several recommendations previously voted by the Permanent Town Building Committee concerning donor plaques: (1) award of the contract for signage to Tocci Building Corporation who will then sub-contract to Jean Veigas, (2) "gift of" as the wording on the donor plaques, (3) 8" x 8" as the size for the room/desk plaques; 6" x 6" for smaller donations of $2,500 and $3,000, (4) listing of major donors on five plaques located across from the elevator on the first floor,

(5) donor categories of Children's Room Endowment for Gordon Russell, Benefactors, Patrons, Sponsors, Donors, (6) medium oxidized bronze with off-white letters (as reviewed) for all plaques. Mrs. Muldoon questioned the donor categories that were previously determined and asked for information on the number of donors in various revised categories. Ms. White will give this information to Mrs. Muldoon this week.

•Ms. Remmert-Loud reminded the Trustees that they still need to consider options for properly recognizing several individuals for their special commitment to the Robbins Library. This matter will be discussed at the next Trustees' Meeting.

•A motion (Kass/Castiglioni) that the library close at 5:00 p.m. on Thanksgiving eve (Wednesday, November 24), as has been done the past two years, was approved.

•Due to some patrons returning museum passes late and thereby depriving others of the pass use, a motion (Castiglioni/Kass) to increase late fees for museum passes from $2 to $10 was approved.

Meeting adjourned at 11:00 p.m.

Minutes submitted by Mary H. White.

NEXT MEETING: TUESDAY, SEPTEMBER 28, 1993 - FOX BRANCH LIBRARY.

a:trust993.mtg

MINUTES OF THE ROBBINS LIBRARY
BOARD OF TRUSTEES

Thursday, July 8, 1993

The meeting was called to order by Chair-person Joyce Radochia at 7:40 P.M. Joan Atlas, David Castigiloni, Frank Donnelly, Helen Kass, Barbara Muldoon, and Director, Maryellen Remmert-Loud were present.

The minutes of June 15th were approved with one change: Page 2, Russell Trust Fund, after $1,000.00 add "for Coordination Assistant for Russell Fund."

COMMUNITY TIME: None

COMMUNICATIONS:

J. Radochia reported that she had received a letter from the Massachusetts Board of Library Commissioners stating its position that it is not the purpose of Trust Funds to subsidize services which the municipal budget should support.

REPORTS:

No monthly Director's report due to preparations for the move. Fifteen people interviewed for Head of Children's Services and three received second interview. Children's Librarian from Lynnfield Public Library selected but hiring has been postponed due to Town-wide job freeze by Board of Selectmen. Town Manager to request that freeze be lifted at Selectmen's Meeting on Monday and, if no action at that time, again in August.

BUILDING PROJECT:

Furnishings - Status on Payments - The Interior Designer has inspected and counted the furniture and recommended partial payments accordingly. Maryellen Loud will verify that all furniture has been received before full payment is made to furniture vendors. Recommendation made for partial payments. Cost of Oriental rug was $5,170. Also fabric upgrade for Children's Room chairs of $3,994.00 approved on motion of H. Kass and J. Atlas.

OPEN HOUSE:

Open House in connection with opening of new addition will be the evening of July 19th. Cleaning is a major problem at this time. The lobby is still not finished.

Barbara Muldoon will call Friends of the Library concerning food. Will they only pay for, or will they get the food? Refreshments could be in the Reference Room.

No special invitations to be sent. Arlington Advocate will be notified. Town Manager will cut ribbon assisted by our Chairperson and Library Director.

LIBRARY POLICIES:

Discussion postponed. Report to be sent to Trustees for comments. If approved, can be posted and if not, will be placed on our next agenda.

RUSSELL TRUST FUND:

Arlington Advocate will be requested to provide the public with information on our yearly theme for children's programs funded by Russell Trust Fund.

Russell Fund Trust budget with endorsements of tentative schedule approved. Motion H. Kass and F. Donnelly.

No August meeting scheduled unless an emergency.

Next scheduled meeting Tuesday, Sept. 14, 7:30 P.M., Fox Library.

Meeting adjourned at 9:15 P.M.

Minutes submitted by F.Donnelly.

A:TRMIN7.8

Robbins Library Board of Trustees

Tuesday, June 15, 1993

The meeting was called to order by Chair-person Joyce Radochia at 7:35 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of May 11, 1993 and June 1, 1993 were approved.

COMMUNICATIONS:
Thank you letter from Staff Member Loretta Mahoney on completion of 30 years of service for gifts she received.

COMMUNITY TIME: None

REPORTS:
Distribution made of Director's Report for May 1993; no discussion needed.

BUILDING PROJECT:
Potential date to start moving Tuesday, July 6th. Plan to have article in Arlington Advocate on Thursday, July 1st. Plastering a major problem- Work needed on Reference Desk- Furniture is arriving. Permanent Town Building Committee is planning a meeting the last week in June. Oriental rug decision shortly. Trustees feel rug size 10 x 14 feet is essential.

Four Trustees will be needed to sign billings received between meeting dates. Motion Helen Kass and seconded by F. Donnelly to take this action. Motion approved. Trustees gave planned vacation dates to Mary White.

OPEN HOUSE:

Preliminary details discussed. Cut ribbon and serve refreshments. Potential week of July 19th. Friends of Library to be contacted concerning open house. Recommended library be closed for official business and concentrate on furnishing library cards to those without them. A motion made by Barbara Muldoon and seconded by Helen Kass to expend $250.00 for this event. Approved.
Sub-committee to assist with Open House- Helen Kass, Barbara Muldoon and Frank Donnelly.

Staff Luncheon planned for second week that library is closed.

FY 94 BUDGET: No discussion at this time.

RUSSELL TRUST FUND:
Four page report distributed. Funding 100 hours at $10.00 per hour-
* $1,000.00. All requested to bring this report to next meeting. Director to coordinate position after reviewing all regulations with Personnel Department. Helen Kass motion and seconded F. Donnelly to proceed. Approved.

NOMINATING COMMITTEE-ELECTION OF OFFICERS

Helen Kass reported: J. Radochia- Chair; D. Castiglioni- Vice-Chair; and F. Donnelly- Secretary. Motion Joan Atlas, seconded David Castiglioni. Motion approved. B. Muldoon was elected as Trust Fund Liaison.

FY 94 GOALS AND OBJECTIVES:
Director reviewed preliminary goals for FY 94; will remain basically the same as current year until building project is completed.

Director will contact Susanna Forester for status of Arlington Historical Society's proposal concerning the Robbins Print Collection.

LIBRARY POLICIES:

Library rules governing the use of the library were discussed; samples shown but no action taken.

Next meeting Thursday, July 8th at 7:30 p.m. at Fox Library.

Meeting adjourned at 10:00 p.m.

Minutes submitted by F. Donnelly.

Amended: $1,000 for Coordination Assistant for Russell Fund.

ROBBINS LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
Tuesday, June 1, 1993

The meeting was called to order by chairman Joyce Radochia at 7:45 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Helen Kass, Barbara Muldoon, Library Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

The Trustees discussed how to present the library budget at Town Meeting tomorrow evening. A Town Meeting member may make a motion to increase the library budget by $100,000 (for additional staff, increased utilities, Sundays, Fox Branch) which is the difference between the Trustees' original budget request and the Town Manager/Finance Committee recommendation. Because the original budget was drafted in November, the Trustees' budget assumed the construction project would be completed by October 1993. In the past six months it has become more and more apparent that the construction project will be completed later than planned (December 1993). Therefore, additional funds will not be needed for the entire fiscal year. Ms. Remmert-Loud also mentioned that less money is needed than originally planned because State Aid funds will be used to offset the increased utilities costs. This can only occur because the PTBC agreed to absorb some costs that State Aid was to pay for.

Ms. Remmert-Loud presented three outlines: one with increases needed for the entire 12 months of FY94 ($61,411); one with increases needed for 8 months ($43,945); one with increases needed for 6 months ($32,156). The Clerk of the Works, the architect, and the Library Director do not believe the construction project will be completed until December 1993.

Motion (Donnelly/Kass) to accept the six month plan ($32,156) was was approved unanimously. It was agreed that this plan should be given to Mr. Abbott so that he has the most current figures if he chooses to make a motion.

It was also agreed that it is imperative to inform Town Meeting of three things:

1. If they choose to give the Robbins Library an additional 32,156 in FY94, they must realize that in FY95 this number would be doubled to pay for the entire 12 months of the fiscal year.
2. The projected utilities costs in the new building for FY95 are $117,000 which is a $52,000 increase over FY93.
3. Approximately $173,000 will be needed in FY94 for Fox Branch to meet ADA requirements.

The meeting adjourned at 8:35 p.m.

Minutes submitted by Mary H. White.

Next meeting: Tuesday, June 15, Fox Library, 7:30 p.m.

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ROBBINS LIBRARY BOARD OF TRUSTEES
Tuesday, May 11, 1993

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. Joan Atlas, David Castigiloni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the April 15 and April 27 meetings were approved.

COMMUNICATIONS:
*Ms. Remmert-Loud was given a letter by Dick Smith from the library director in Nagaokakyo, Japan, our sister city, proposing a book exchange of 50 books a year. Ms. Loud proposed five books instead. Motion (Donnelly/Jorgensen) to spend approximately $50 was approved.

*John Bilafer sent copies of the Comprehensive Annual Review to all Trustees.

REPORTS:
*The April Director's Report was accepted.

*Ms. Loud mentioned the possibility of using a new logo when the building project is completed. The Trustees suggested that a contest be held.

*The Trustees extended their thanks to Kay Jorgensen who is moving to Vermont for her many years of service on the Board.

BUILDING PROJECT: There has been a problem with carpet tile not staying down. The carpet manufacturer has sent their own men to re-install it. PTBC will not sign off on the carpet for a few weeks to make sure it stays down. It has been difficult to find mosaic tile to match the elevator lobby area floor. Air handling units for HVAC are not correct and need to be replaced (10-12 week lead time). Although these units were installed last September, the error was not noticed until the system was turned on. Fortunately, the incorrect ones will work, although they will be noisy, so the project will not be delayed. The roof louvers have not yet arrived and Tocci will again send someone to Florida to check on progress. The courtyard wall cannot be moved back due to rejection by the Arlington Historical Commission, but other options are being explored (fountain, sculpture, mosaic).

SIGNAGE: Ms. Loud distributed a letter from Jean Veigas dated March 22 offering her consulting services for donor plaques for $900. The architects, by contract, do the general informational signage, not the donor plaques. Ms. Loud and Ms. White met with

Jean Veigas in February; the architect, Mrs. Spengler and Ms. Loud met with her in early May. Motion (Donnelly/Kass) that Jean Veigas be hired for donor recognition plaques was approved.

PLANTS: Ms. White has worked with Mrs. Spengler (PTBC) on plant quotes for the new building and distributed information. Motion (Atlas/Jorgensen) that the Trustees approve payment of $4,506.30 to Foliage Plant Systems for 37 plants and planters, plus weekly maintenance was approved, conditional upon the approval of PTBC.

FACT SHEET: A fact sheet draft was presented by Ms. Loud and Mrs. Jorgensen. After much editing, it was agreed that Trustees would submit their changes to Ms. White as soon as possible so that Mrs. Jorgensen can help with the final edition before she moves. Ms. White will then send this to all Trustees for their approval before printing. It was agreed that the fact sheet should be distributed as soon as possible at Town Meeting and again the evening the library budget is discussed.

ORIENTAL CARPET: At a joint meeting of Trustees and PTBC, carpet choices were narrowed down to two. One from Hamway (#1148 - 9' X 12') and one from Boodakian (#6204/Nizam - 6' X 9'). After much review, the Nizam was preferred 5 to 4. Several members of the PTBC were not present and will review the carpets before a final decision is made. It was suggested that the Interior Designer view the Hamway carpet which she has not seen. It was agreed that a 12' X 15' rug would be too large.

NOMINATING COMMITTEE: Mr. Donnelly and Mrs. Kass will present their suggestions for officers at the June meeting.

The meeting adjourned at 11:10.

Minutes submitted by Mary H. White.

Next meeting: Tuesday, June 15, Fox Library, 7:30 p.m.

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Robbins Library Board of Trustees
Special Meeting
Tuesday, April 27, 1993

The meeting was called to order by chairman Joyce Radochia at 7:37 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Barbara Muldoon was absent.

• **FY 94 Budget:** Trustees heard a report from the Director on the status of the town's finances as given in the Finance Committee report to Town Meeting. The committee agreed with the Town Manager's budget recommendation which would result in the closing of the Fox Branch, not support Sunday openings and underfund estimated utility costs for the expanded main library.

Board members felt that Town Meeting members should know what the trustees had requested and the effect of the Finance Committee's recommended budget. In view of three recent instances of public support for the library--the budget override, building project fundraising and Russell Trust Fund gift--the feeling was that if there is public support for Sunday hours or Fox library it should come from the Town Meeting.

The chairman will prepare a statement to be given at Town Meeting. Mary White will work on a fact sheet that will answer questions related to trust funds and the Russell Fund and other issues.

Discussion concerned the presentation of the budget. Members felt that if there were support on the floor for adjusting the budget, it would be more likely to come up earlier rather than later in the budget discussions. A motion to ask that the library budget be taken out of order only if the library chairman could not attend Town Meeting the night the budget would normally be taken up was defeated.

The consensus was that trustee Joan Atlas, a Town Meeting member, would ask from the floor for the budget to come up earlier than its usual order so that meeting members would know the consequences of the budget being recommended for the library. The Finance Committee will be advised of this decision.

• **Open House:** Trustees will host an open house when furnishing and the move to the new building are completed. No date has been set since no one knows when the work will be finished. Trustees will issue a general invitation to all through the media and flyers and serve refreshments under a tent.

• **Building Project:** Trustees Radochia and Atlas viewed some Oriental rugs for the Reading Room. Trustees were invited to see the rugs at Koko Boodakian and Sons in Winchester if they would like input rather than having rugs brought to the library again. A majority of the trustees did not like the large Kurdistan rug with the big pattern which they saw two weeks earlier.

Trustees approved a request from Arlington High School to explore the concept of having high school art students paint a mural on the third floor wall of the library.

The meeting adjourned at 9:50.

Minutes submitted by Kay Jorgensen, secretary

Next Regular Meeting: Tuesday, May 11, Fox Library, 7:30 p.m.

Robbins Library Board of Trustees
Thursday, April 15, 1993

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the March meeting were approved.

COMMUNICATIONS:

- **Volunteers:** Board members signed thank-you cards for Volunteer Appreciation Week.

- **Stein Portrait:** The Stein family has asked that the library store the portrait of Dorothea Stein until it will be hung. The Director will review insurance and storage options.

- **Staff Lunch:** The Trustees will host the library staff at a lunch to be held at Garron's during the two weeks the library is closed for the move. Members of the Permanent Town Building Committee and library trustees will be invited to attend at their own expense.

OLD BUSINESS:

- **Building Project:** The Director reported that it has been decided that the move into the new building can be handled in two weeks; however, after agreement that the building would be ready for the move the first two weeks of May, publicity on those dates had to be retracted when it was learned that there are subcontractor delays.

A problem has come up with the carpet which is not available in broadloom. Carpet tiles were used, but they are not staying down. The Historical Commission has turned down a request for the wall of the courtyard garden to be extended into the Robbins Memorial Garden area, because the garden was designed by Frederick Law Olmstead Jr.

Mary White and Peg Spengler of the Permanent Building Committee are reviewing plants for the library. The Building Committee has proposed that plants and a plant maintenance contract be paid for with leftover fundraising funds.

Trustees signed purchase requisitions for six furnishings vendors contracted by the Building Committee as follows: Robert Lord Co., $138,494.10; M.J. Industries, $113,871.15; Office Pavilion, $15,208.05; Monitor Equipment Co., $73,029.13; F.W. Lombard Co., $26,967.95; Palmieri Furnishings Ltd., $29,808.37.

The board reviewed change orders for furnishings contracted by the Permanent Town Building Committee. It voted against a fabric upgrade on reading room wing chairs since this is the upholstery related to the fireplace rug question (see below).

Approved was fabric upgrade for juvenile chairs from Robert Lord, $152; shelving, M.J. Industries, $5448.10; fiction room chairs, Office Pavilion, $3001.40; credit of $1872 from Monitor Equipment. (Castiglioni motion, Atlas second)

- **Trust Funds:** Funds allocated for video and language tapes have not been spent yet, as the materials are on order. Funds are being held to pay for maps and information related to the new building.

Next year the Russell Trust Fund will have $10,000 in income. This first year, close to $5000 was spent on enrichment programs for children. Board members reaffirmed that all age groups should have special offerings through the Russell funds.

- **Reading Room Carpet:** The board adjourned to Robbins Library from 9 to 10 p.m. to look at four Oriental rugs and consider placement of such a rug in front of the fireplace. On their return

to the formal session several votes were held in order to clarify the board's feelings about such a rug.

A motion that the trustees not approve purchase of a rug before the library reopens was defeated 4-3 (Jorgensen motion, Donnelly second). The motion that the board approve the concept of an area rug in front of the reading room fireplace to be coordinated with fabric selected for the chairs in that area passed 5-2 (Atlas motion, Kass second).

Since size of a rug is a question, Mrs. Kass asked for a scale drawing of the area that shows the tile border of the floor and the columns supporting light fixtures.

A motion asking delay in ordering fabric for the reading room chairs by the fireplace until the issue of the carpet is resolved, so that the fabric will match the rug, was approved. (Atlas motion, Kass second)

By consensus, the board supports the concept of purchasing a rug not to exceed $10,000 in cost. As for the rugs viewed earlier, numbers 1 and 4 were preferred. It was felt that the largest appropriate size would be 12 x 15 feet. Next week Joyce Radochia and Joan Atlas will go to some rug stores.

• **FY 94 Budget:** Joan Atlas reported that she discussed the library budget with Finance Committee Chairman Alan Tosti who said the FinCom would go to Town Meeting with the budget recommended by the Town Manager. He had no suggestions as to where additional funds will come from when utility costs of the main library exceed the budet, as trustees expect will happen.

• **Special Meeting:** Trustees will meet Tuesday, April 17, at 7:30 p.m. at Fox Library to go over matters related to the budget and the open house planned for the opening of the new building.

The meeting adjourned at 11:30.

Minutes submitted by Kay Jorgensen, secretary

Next Regular Meeting: Tuesday, May 11, Fox Library, 7:30 p.m.

With the $440 balance of Russell Funds for this year the board voted to sponsor a mask-making workshop for 40 children with the understanding that if more than 40 children sign up they will be accommodated at a later program.

In answer to staff questions about use of the fund, trustees agreed that training of librarians in relation to Russell programs, field trips and parent workshops would be appropriate uses for the funds. At this time the Russell Fund does not replace trust funds used for children's programs. The board agreed that, while it wants to know the annual themes and have a general idea of the programs planned, the specifics of scheduling should be left up to staff.

As for suggestions for one-time purchases through the Russell Fund for Children's Room banners, a storybook character statue for the garden and a saltwater fish tank, the trustees felt these items should be considered under the furnishings budget for the new library. The board was most interested in the fish tank and asked the director to get more information since something that size would have to be planned for now.

The board is agreeable to paying for some help to plan and carry out Russell programs, but wants specific information on what kind of work and hours are considered. The kindergarten packets sent out last fall were successful and should be continued this year. The board liked the suggested baby bundle program to introduce new parents and infants to reading and the library services, but suggested that the proposed letter to parents be rewritten.

In general, the board encourages a reading and writing component with the Russell programs.

• **Dallin Library Article:** The Director alerted trustees to the need for a statement to be given at Town Meeting as to why the trustees are giving up the Dallin branch building.

• **Staff Appreciation:** All staff will be invited to a lunch at a site near the library during the time when the library is closed for the move to the new building.

• **Building Project/Furnishings:** At the next meeting the board will review purchase requisitions for five furnishings vendors contracted by the Permanent Town building Committee. Since trustees have control of the furnishings funds, the board has to sign the purchase requisitions.

The director said the specifications were for high-quality furniture at moderate prices and that the contracts came in lower than expected. Some substituted furnishings have been rejected and some furniture was not bid yet.

The board is interested in learning more about graphics services available to help design the recognition plaques.

• **Summer Saturday Closings:** The board voted for Saturday closings to be in effect from July through Labor Day.

The meeting adjourned at 11:15

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Thursday, April 15, Fox Library, 7:30 p.m.

ROBBINS LIBRARY BOARD OF TRUSTEES
Wednesday, February 10, 1993

The meeting at Fox Branch Library was called to order by the Chairman at 7:45 p.m. David Castiglioni, Frank Donnelly, Helen Kass, Barbara Muldoon, Joyce Radochia, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Joan Atlas and Kay Jorgensen.

Minutes of the January meeting were approved as amended (page 2; 7th paragraph: ...displayed in the Library and suggest that...

COMMUNICATIONS:

* Mrs. Radochia noted that the Advocate has not yet published her letter to the editor thanking Mary Jane Gibson for her many years of dedication as State Representative.

* Ms. Remmert-Loud reported that she received a renewal form from the Massachusetts Library Trustees' Association. The Trustees agreed to renew membership for one year for one person.

COMMUNITY TIME:

*Robert and Ellen Stein met with the Trustees to ask that the new Reference Room, originally to be named in memory of Dorothea Stein, be named in memory of both their parents and that a portrait of their father, who recently passed away, also be hung in this room. For purposes of symmetry the same artist will be used and the portrait size will be the same. It was voted (Donnelly motion; Kass second) to approve this request. The Board reviewed the reasons for previously granting permission to hang Dorothea Stein's portrait and concurred that these reasons applied to Irving Stein as well. The Trustees agreed that Mrs. Radochia will write to Bob Stein informing him of the Trustees' decision.

* It was voted (Muldoon motion; Donnelly second) that all persons be advised that the Board of Library Trustees will generally accept all personal proposals made to the Board on a particular evening, but defer action until the following meeting for discussion and resolution.

REPORTS:

* The Director presented a written report of January's activities.

OLD BUSINESS:

*Building Project: The Director reported that the builder has estimated it will cost approximately $35,000 to push back the center patio wall. At the next Permanent Town Building Committee

the architects are to bring a model and a more detailed estimate.

The moving date is now set for April 13.

The PTBC determined that bookdrops in front of the library are not aesthetically pleasing and that the architects must find a better solution. This committee has also agreed, based on the recommendation of the Furnishings Subcommittee, to wait until the completion of Phase I before purchasing signage so that they are certain to select signage in keeping with the building. It was determined that there will be no shelving on the fireplace side of the Reading Room, but that the two lighting columns will remain. Periodical shelving (60" high; custom made; all wood) will be placed on the Library Way side of the room.

*Open House: The Trustees decided to have a ribbon cutting and Open House the Sunday before the addition opens. Since the moving date may change again, a date cannot be set until the March Trustees' meeting. It was agreed that refreshments will be served outside (under a tent) and that no refreshments be permitted in the building. Ms. White reported that the Friends of the Library have expressed their willingness to help purchase and serve the refreshments as they did for the Groundbreaking Ceremony.

*FY94 Budget: Ms. Remmert-Loud distributed the Town Managers' budget which is $41,600 less than the Director requested for main library operating expenses. The Manager's budget also does not include $31,053 for main library personnel, $15,358 for Fox Library Circulation Assistant, $15,000 for Sunday openings, and $11,000 for three additional nights for the Children's Room. Ms. Remmert-Loud reported that the Plymouth Public Library's utilities expenses are much more than anticipated and our architect's formula is similar to Plymouth's. Therefore, even the $62,600 increase Ms. Remmert-Loud requested for utilities may be inadequate. It is not yet certain if there will be a budget hearing before the Selectmen or Finance Committee. Ms. Remmert-Loud suggested that the Trustees set budget priorities before hearings occur,/ $15,000 in State Aid is possibly available for funding Sunday openings. The Board deferred discussion on the budget until the next meeting.

*Russell Fund: Ms. Remmert-Loud distributed information packets compiled by the Children's Services Department about possible uses for the Russell Fund. The Trustees will review this information and discuss at the March meeting. The Trustees expressed an interest in the proposal to establish a multicultural theme for the next fiscal year and that a representative from the Children's Services Department attend a Multicultural Children's Literature Day at Sturbridge on Monday, February 22 since information obtained from this workshop will be beneficial for some Russell Fund ideas. There is $1,900 remaining in the Russell Fund to be spent this year, but $600 of this is for a puppet bill pending, so really $1,300 remains to be spent.

*Staff Appreciation: The consensus of the Board was that a luncheon at a location nearby the Robbins Library would be best. This luncheon would be held during the few weeks the library is closed for the move. Ms. White will call Garron's, the Cutter House and the Unitarian Church for information. A final decision will be made at the March meeting.

Meeting adjourned at 10:40 p.m.

Minutes submitted by Mary H. White.

NEXT MEETING: WEDNESDAY, MARCH 10 - 7:30 P.M. - FOX BRANCH

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ROBBINS LIBRARY BOARD OF TRUSTEES
Tuesday, January 12, 1993

The meeting at Fox Branch Library was called to order by the chairman at 7:35 .pm. Joan Atlas, David Castiglioni, Frank Donnelly, Barbara Muldoon, Joyce Radochia, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Kay Jorgensen.

Minutes of the December meeting were accepted.

COMMUNICATIONS:

* Thank-You notes were received from Maryellen Remmert-Loud and Mary White for the Christmas floral arrangements.

* As discussed previously, Mrs. Radochia has written a letter to Mary Jane Gibson to thank her for her many years of dedication and hard work as State Representative.

REPORTS:

* Mrs. Muldoon reported that the Building Fund now has $663,000. Only $20,000 in pledges remains outstanding.

* The Director presented a written report of December's activities.

* The Director reported that she talked with Allen McClennen, Head of Planning Department, to see if the library could apply for Community Development Block Grants. CBDG funds may only be used for target groups, not for the general population, so these funds may not be used for Sunday hours. In addition, CDBG money may not be used to fund an existing service such as keeping the Fox Branch Library open.

* The Director has not yet received a response from Susanna Forster-Castillo, Director of the Arlington Historical Society and Smith Museum, regarding the Robbins Print Collection.

OLD BUSINESS:

*Building Project: The Director reported that the contractor has agreed that he is behind schedule. The PTBC withheld $6,600 as anticipated liquidated damages from Tocci's most recent payment because Tocci will not meet the February 28 completion date. The original elevator company filed for Chapter 11 and a new company has taken over and the contractor claims that this has caused the delay. March 22 is the new date for turning over the new building to the Town, but both the architect and the Clerk think that the date will change again.

Leakage in the roof area was occurring before a tarp was placed over areas requiring it. The roof is now weather tight.

Furniture bids came in at $432,688 although they had been estimated at $600,000. The interior designer estimates there will be an additional $15,000 in furnishings. This estimate excludes gas logs and an oriental rug for the Reading Room fireplace area and a red rug for the spiral stairs, as desired by the PTBC, as well as the donor plaques. Trustee members expressed concern about the cost of an oriental rug, the color of the rug for the spiral stairs, and gas logs.

It was agreed that a Trustee should attend PTBC meetings in order to become better informed and to improve channels of communication. The Board also expressed an interest in having a Robbins Library Trustee as a member of the PTBC.

The PTBC is considering moving the Children's Room patio wall closer to the brick walkway in the Robbins Memorial Garden so that the patio wall is not so close to the building. This would also require moving the storm drain and phone connections.

The Director will make arrangements with the Clerk of the Works for the Trustees to have a tour of the building soon.

There are still discrepancies with the Affirmative Action reports. The Director gave the reports to the Affirmative Action Officer who will discuss with the Affirmative Action Advisory Committee priorities for the project.

The PTBC approved funding (approximately $14,000) for the cleaning and alarming of the sculptures and paintings to be displayed in the Library and suggested that furnishings money be used with a final determination to be voted later.

The Director reported that the search for brighter fabrics for the children's room is continuing. The interior designer believes the fabrics recently selected at the Boston Design Center are not the solution. The architects, Diane Shelter (Head of Children's Services), Ms. Remmert-Loud and Margaret Spengler (PTBC) will go the Design Center again soon.

The PTBC would like all shelving in the Reading Room to be removed so that this room is more open. Ms. Remmert-Loud stated that the New Books could be moved into the Fiction Room but expressed concern about finding a suitable location for magazines. An alternative might be to move magazine shelving from the fireplace area to the Library Way side of the room. The PTBC felt that 60" high shelving was too high and preferred a lower height. However, 48" high shelving would require patrons to squat to floor level to retrieve many magazines. The consensus of the Trustees was that the shelving should remain 60" high.

FY94 Budget:

The Director submitted a budget totalling $1,152,000. The Town Manager cut the additional funding for the utilities budget from $76,000 to $35,000, cut Sunday hours and additional hours for Children's Services, and cut other additional staff so that his budget is $1,022,000. These two recommendations now go to the Selectmen and then to the Finance Committee.

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1992 Annual Report:
After making some minor adjustments, it was voted (Donnelly motion; Kass second) to approve the Annual Report.

Russell Fund:
Mrs. Muldoon presented a verbal report on Russell Fund expenditures. A total of $3,050 has been spent and a $600 bill is pending. Therefore. $1,300 remains to be spent this fiscal year. It was agreed that the Russell Fund should be placed on the agenda each month and that the patron comments from the suggestion box be brought to the February meeting.

NEW BUSINESS:

Trust Fund Report: Mrs. Muldoon presented a verbal report. Funds allocated for Building Project Public Relations ($1,275) will not be spent until March when a Phase II map will be produced. $1,200 remains for Staff Development. The video allocation ($2,500) has yet to be spent due to first spending money carried over from the previous year and Friends' allocations. Monies remain from the allocations for performers (February), RIF, and Summer Reading Club, but events are scheduled and these funds will be spent before the end of the fiscal year.

Trustee and Administrative Goals: These were reviewed for progress in meeting goals. The Library Director reported that all administrative goals were on target.

Meeting adjourned at 10:00 p.m.

Minutes submitted by Mary H. White.

Next meeting: **WEDNESDAY, FEBRUARY 10, 1993 / FOX BRANCH/ 7:30 P.M.**

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Robbins Library Board of Trustees

Wednesday, Dec. 9, 1992

The meeting at Fox Library was called to order by the chairman at 7:37 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Barbara Muldoon, Joyce Radochia, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent, Helen Kass.

Minutes of the November meeting were accepted.

COMMUNICATIONS:

- **Art Museum:** The Chairman received a verbal communication from James McGough, chairman of the Dallin Committee, asking the trustees' cooperation in making a presentation to Selectmen on use of the Dallin Branch Library for an art museum. She asked him to outline the project in writing and has yet to receive a response.

- **Donations:** A gift of $125 established a fund in memory of library patron Earl Hopkins. Two hundred dollars was received from the Arlington Arts Council for the Roberta Homer slide collection.

REPORTS:

- **Director's Report:** The Director gave a written report of November's activities.

OLD BUSINESS:

- **Building Project:** The Director reported that the Permanent Building Committee voted to completely cover the foundation walls in the children's area as opposed to leave some exposed.

The contractor says the addition will be completed in late February; however, the architect expects it will be later. The timetable for the remainder of the project will be reevaluated in January.

Based on estimates the Assistant Director has received from professional movers, it will cost more than $10,000 to clean and move collections into the addition. One reason for using professionals is that the move must be made in a timely way. If the contractor were to be delayed moving into the old building the town would owe a penalty.

- **Robbins Print Collection:** On the question of the definition of a "print," a matter of interest to trustees since so many pieces in the Robbins Print Collection are pages torn out of books, the Director asked conservator Marjorie Cohn, who has evaluated the collection, for help. Mrs. Cohn said the quality of a work determines if it is a print or an illustration; therefore, it could be something from a book. She offered to write a definition for the board.

The Director reported that she looked through a couple drawers of the print collection card catalogue and found no indications of Winfield Robbins donations or acquisition dates in the records.

No response was received to a letter sent to both the Arlington Historical Society director and president asking for specifics in writing on their offer to house some of the print collection and supervise interns to catalogue the collection.

- **FY 94 Budget:** The trustees will be seeking a budget increase of $179,000. In addition to $150,000 voted earlier, primarily for increased utility costs and additional computers for the renovated library and additional personnel, step and longevity raises will amount to $14,000. Raises for pages will be another $2248.

The Director said that due to state aid requirements which set a percentage of total budget to be spent on materials, another $13,253 for books, periodicals and other materials must be budgeted. She will explore waivers with the state library commission due to the budget having to go up so much already because of utilities and computers.

- **Sculptures Sub-Committee:** The Assistant Director presented the sub-committee's final report for the placement of major works of art in the library's collection. She said the aim is to find places where the sculptures can be enjoyed and protected. Small busts, for example, will be displayed only in staff areas.

It has been discovered that two portraits in the collection are members of the Robbins family. There is also a mystery unknown--a medallion in a series of American poets which will be displayed is of Barnard Jagho. An effort will be made to discover who he was.

The Director will discuss with the Permanent Building Committee the need for funding for the chosen works to be restored and displayed in a secure manner. Security systems are available which would alarm each individual piece. Such an alarm system would cost about $6100. Restoring the works could cost from $4900 to $7400, not including transportation.

NEW BUSINESS:

- **Donor Recognition:** The Director reported that fundraising chairman Margaret Spengler will send a letter to all of the donors updating them on the progress of the construction project and verifying their gifts and names in which the donations were made.

Trustees asked the furnishings sub-committee of the Permanent Building Committee, which includes some trustees, to choose the plaques on which donors' names will be recorded.

- **Annual Report:** Board members will read the Directors' draft for the Annual Report and get back to her if they have any suggested changes.

- **Warrant Articles:** The board voted (Donnelly motion, Atlas second) to submit a warrant article turning the Dallin Branch Library over to the town when it is no longer needed to house staff located there during the building project.

OTHER:

- **Appreciation Party:** The Town Manager suggested that some formal recognition be given to the library staff as thanks for all their efforts during the building project. The trustees agreed, saying they would be pleased to sponsor a party for the staff at the end of the first phase of the project.

Meeting adjourned 9:38 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Jan. 12, Fox Library, 7:30 p.m.

Robbins Library Board of Trustees
Monday, Nov. 9, 1992

The meeting at the Town Hall Hearing Room was called to order by the secretary at 7 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Joyce Radochia, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the October meeting were accepted.

Minutes of the special Oct. 28 meeting were accepted as amended.

COMMUNICATIONS:

- **Donation:** The board received a note and $100 donation for the building project from Al Fiore of Arlington.

- **Praise:** The board received a copy of a letter which Belmont resident Leova B. Wolf sent to the Town Manager in praise of the staff and services offered by Robbins Library.

- **Plaque:** Former assistant library director Elizabeth Hodges advised the Director that Cambridgeport Savings Bank, which took over Arlington Five, is willing to put up a plaque commemorating the location of the town's first public library at its Arlington Center site. Arlington's public library was the first in the country with free continuous library service to children. Trustees asked the Director to pursue the commemoration.

REPORTS:

- **Director's Report:** The Director gave a written report of October's activities.

OLD BUSINESS:

- **Building Project:** The Director said the architect and clerk of the works think the builder is falling further behind. The contractor says the new building will be completed at the end of February. Bids on furnishings went out, with addenda and corrections to follow.

  The Permanent Town Building Committee has reopened the question of the granite foundation showing in the children's room and has asked for a cost estimate for covering it with sheet rock.

  The Director is getting cost estimates for having professional movers move and clean the books since only 9 days are allocated for moving into the new space. She said it could take as long as a month to move and properly organize the collections.

- **Print Collection:** The Director received a letter from Arlington Historical Society Director Susana Forster-Castillo expressing the society's willingness to sponsor two interns to inventory and catalogue the Robbins Print Collection. She said the society is willing to consider the possibility of storing and cataloguing the collection on its premises.

  Trustees asked the Director to get more specific information before the December board meeting on what the Historical Society is considering. Some of the questions trustees have include where interns would come from, who would supervise them, how long a cataloguing project would last and the costs involved in such work.

  Trustees have questions on the general matter of the print collection. One question is what is the definition of a print. This question relates to the issue of whether every work in the collection, such as pages cut out of books, is a "print."

  Another question is how much of the large print collection was actually donated by Winfield Robbins who died in 1910. There is a reference to his cousin Caira cataloging the 30,000 prints

that he donated. In earlier discussions trustees also questioned the intent of Caira's trust fund for the care for Winfield's collection because, by the trust's use of the word "print," the funds apparently cannot be used to preserve the paintings and other works of art he donated.

NEW BUSINESS:

- **Oral History Reprint:** The board voted permission (Jorgensen motion, Kass second) for the New England Farm Bulletin to print excerpts from two oral histories which appear in "Stories of Early 20th Century Life," the compilation of histories recorded under library auspices.

- **Selectmen's Meeting:** The trustees adjourned to the Board of Selectmen's room for a brief scheduled meeting. Selectman Charles Lyons asked the Director how much staff the library would need for the next fiscal year. She responded that she had told the board several years ago that the enlarged library could make do with the current number of staff, but no less. Since then the main library lost 1-1/2 positions.

  To Lyons' question of staff for the branch library, the Director responded that there is one vacant staff position at the branch. On the question of the number of positions required for Sunday afternoon hours, the Director said it would cost $15,000 to be open 29 Sundays.

  With the additional energy costs for the larger facility and new computer terminals, Lyons figured a library budget increase of about $150,000 not including salaries. The Town Manager noted that all departments are short of money. He said he had asked the trustees to take a strong look at budget requests and a look at trust funds.

- **Sculptures Sub-Committee:** The Assistant Director is getting cost estimates for the alarming of 29 pieces of sculpture which will be displayed in the library. She is also getting estimates for the cleaning of the pieces. At its next meeting the trustees will review sub-committee recommendations on placements of the works.

- **Trust Funds:** The board voted (Muldoon motion, Castiglioni second) to use $1100 from the Fay, Gruber and Hodgdon Trust Funds for adult services reference books.

OTHER:

- **FY94 Budget:** The budget is due next week. Trustees asked the Director to submit a budget asking for an increase of $149,587 for operating expenses, restoration of staff at the main library, a circulation assistant for Fox Branch, Sunday afternoon hours for 29 weeks and three additional open nights a week in the children's room.

Meeting adjourned 9:40 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Dec. 8, Fox Library, 7:30 p.m.

Robbins Library Board of Trustees
Wednesday, Oct. 28, 1992

• **Robbins Print Collection:** A majority of the board of trustees was present for a meeting called by Library Director Maryellen Remmert-Loud with representatives of community arts groups who have been discussing how to advise the library on the disposition of the Robbins Print Collection.

Trustees present were Joan Atlas, David Castiglioni, Kay Jorgensen, Barbara Muldoon and Joyce Radochia.

Community representatives were Marjorie Cohn, curator of prints at the Fogg Museum; David Ardito, chairman of the Arlington Council for the Arts; Raymond Lum, co-chair of the Arlington Historical Commission; Susana Forster-Castillo, director of the Arlington Historical Society and Smith Museum; and James McGough, chairman of the Dallin Committee.

The Director opened the meeting by reviewing the history of the collection which could number as many as 200,000 pieces. She said that for 30 to 40 years trustees have grappled with what to do with the collection which is not fully catalogued or displayed properly. Over the years various experts have inspected the prints.

The bulk of the collection is prints from Europe with a focus on people. The collection includes duplicates of some of the works. According to the experts, the collection has little artistic merit and has no gems of great value. The trustees want to keep some of the collection at the library, which will have a new print room when construction is finished. They are looking for guidance in how to select what to keep and what to do with the remainder of the collection which has been in storage for years.

If the trustees were to dispose of some of the works which were donated by Winfield Robbins, there are legal questions about his will and conditions which would have to go before Probate Court and Town Meeting.

Mrs. Cohn said that the consensus of professional opinion is that to fully catalogue and identify the sources of the many prints which are pages torn out of books would be an enormous curatorial effort. She described the low end of the collection, which is not mounted or catalogued, as "just a mass of paper." She said the level of professional help needed to catalogue the collection is very expensive and she didn't think the effort worthwhile.

The monetary value of the collection, item by item, is minimal, she said, and does not represent a monetary treasure.

While the collection may have some intellectual value and be of value as a research collection which people would use for reference, Mrs. Cohn said she does not see the library as setting up the collection as if it were a rare book collection.

She noted that within a few miles are print collections with international reputations. If Arlington were in Kansas, for example, the interest in the collection would be different. As it is, area museums have much better collections with better works and copies of the prints which are represented in the Robbins collection.

While a catalogued collection could be useful culturally, as opposed to artistically, Mrs. Cohn said that she doesn't think in this day of video that people want to be educated at small print shows. Why should Arlington have a fourth-rate small collection of what the Museum of Fine Arts and Fogg Museum have excellent examples of, she asked, saying it is "silly of Arlington as a point of pride" to have its own print collection. She favors disposing of the collection with proceeds to benefit the library.

Ms. Forster-Castillo said the Historical Society wants to know what Winfield Robbins collected, something Ms.Remmert-Loud said may never be known because later acquisitions have been mingled with the original Winfield Robbins collection.

Ms. Forster-Castillo said the society is prepared to accept custody of the collection. She offered her services in arranging for art history and history interns to catalogue the collection, saying she did not like to deaccession (dispose of) materials until you know what you have.

Mr. McGough told the group that his committee is in the planning stages for a Dallin art museum which they would like to see sponsored by the town in the Dallin branch library, but financially self-sustaining. That facility could store and exhibit the Robbins print collection; however, he said there is a need to determine which prints are valuable to keep in the community. He questioned the value of the duplicates and the pages torn out of books.

Mr. Ardito, an art history teacher, said he can tell, as a user, that the library's collection of arts slides gets little use. He said as a teacher he does not see how he could use the print collection. He suggested that after works are selected for artistic, exhibit and teaching use, that the remainder of the collection be sold, with proceeds going to benefit the new Dallin museum.

Mr. Lum said he would prefer to see exhibit space devoted to things of Arlington interest. He said he is interested in the preservation and dissemination of Arlington history and he saw no value in the collection, except for the Winfield Robbins connection.

Minutes submitted by Kay Jorgensen, secretary

Robbins Library Board of Trustees

Wednesday, Oct. 14, 1992

The meeting was called to order by the secretary at 8:10 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Joyce Radochia, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the September meeting were accepted.

REPORTS:

- **Director's Report:** The Director reported that the art print and local history collections have been put in storage.

OLD BUSINESS:

- **Building Project:** The Director said that March 1 is the date now given for moving into the new building. The entire construction and renovation project is supposed to be completed by the end of October 1993. By doing some third-phase work in the first phase of construction, seven weeks will be saved. All penetration work into the old building is being done now to avoid contractors having to go through the new building and creating another problem with dust.

Trustees were asked their feeling about having some sort of dedication program for the new building. The board agreed that a low-key ribbon-cutting and open house, open to the general public without personal invitation, would be appropriate.

The Director said she still does not like the Permanent Building Committee's plan to leave one portion of the foundation exposed in the children's room.

Furnishings are expected to go out to bid next week.

- **Print Collection:** The Robbins Print Collection Sub-Committee will meet at Fox Library Oct. 28 with representatives of community arts groups that have been invited to help determine the disposition of the Robbins Print Collection which the library cannot properly maintain. The Director reported that of the two community meetings held to date, one group was concerned that a "gem" might be undiscovered in the collection. People at the second meeting were concerned with the future of the collection, with one individual feeling that the entire collection should remain in Arlington and be made available to art scholars.

NEW BUSINESS:

- **FY94 Budget:** Most items in the budget are level funded. The proposed budget includes both Fox branch and the new addition for 12 months, the main library for 8 months and the junior library for 12 months. Utilities are budgeted for an increase of $62,000 and computers for an increase of $11,000 because of the addition of 13 more computer terminals.

No increase in staff positions is budgeted although the main library space will be doubled and there are fewer staff positions now than several years ago.

Fox Librarian Page Lindsay spoke of the opportunities for the building and staff at Fox to be used more creatively once the branch is quieter and emptier after the main library reopening. She said there is no reason the branch couldn't be the focal point of literacy programs and source of materials for day care providers.

Trustee Joan Atlas noted that the branch is the only public building in East Arlington which it serves as a community center. The cost of keeping Fox open for FY94 is approximately $100,000; closing Fox would result in a savings of approximately $29,000.

At the request of trustees the Director provided some figures for optional library services. It would cost $3665 to open the children's room one additional night a week. Sunday afternoon

hours October through April would cost $15,000; however, for the next fiscal year, because of construction, Sunday openings would begin after Christmas.

The board voted (Atlas motion, Donnelly second) that of the three priorities discussed--Fox, Sunday hours and evening children's hours--the least important optional service is evening children's room hours.

Concerns with the staffing of the library which is inadequate for the present facilities were discussed. Board members support restoring positions lost at the main library.

Trustees will meet with Selectmen on Nov. 9 at discuss the budget.

OTHER:

- **Gibson Thanks:** The board will send a letter to out-going State Rep. Mary Jane Gibson thanking her for her support of the building project and of library funding.

- **Holiday Hours:** The library will close at 5 p.m. Thanksgiving Eve; at noon on Christmas Eve; all day the Saturday after Christmas Day; and at 5 p.m. New Year's Eve. (Donnelly motion, Kass second.)

Meeting adjourned 10:45 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Monday, Nov. 9, 7:30 p.m., Town Hall.

Robbins Library Board of Trustees
Wednesday, Sept. 9, 1992

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. Joan Atlas, David Castiglioni, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent, Frank Donnelly.

Minutes of the August meeting were accepted with the addition of David Castiglioni's name to those in attendance.

COMMUNICATIONS:

- **Trust Funds:** The trustees of the Elbridge Farmer Trust forwarded a check for $3724.09 to the trustees for unrestricted use. Gordon Russell made his final payment to The Anne Russell Trust Fund which he established in honor of his mother.

REPORTS:

- **Director's Report:** After reviewing the Director's August report, trustees discussed the problem of museum passes being reserved by people who do not use them, while other library patrons would have liked them. A suggestion was made to charge a refundable deposit to hold reserved tickets.

OLD BUSINESS:

- **Building Project:** The Director reported the contractor says the building will be ready in late December. The architect and clerk of the works think February is realistic. The Town Manager had a meeting scheduled with the contractor who wants to reschedule the renovation of the Junior Library.

The Permanent Building Committee's selection of carpet and accent carpet colors was shown to trustees. Bid specs for furniture are expected shortly. The trustees said they would like to be informed about other furnishing decisions that have yet to be made, such as laminate colors.

The Director said she is concerned about the appearance of the exposed section of foundation in the new children's room. The architect suggests covering the first few feet of it with wainscoting and leaving the rest bare. Trustees were invited to look at it.

- **Print Collection:** Two members of the Arlington Arts Council and one from the Historical Commission have viewed the Robbins Print Collection. The Director said she is trying to arrange a meeting with the Arlington Historical Society, local conservator Marjorie Cohn and the co-chairman of the Historical Commission. No response to an invitation to see the prints has been received from the public schools or Arlington Center for the Arts.

The Director has told these community representatives that the collection is not of interest to the library and that trustees want criteria for determining which works should be kept or not kept in the community.

Mrs. Cohn will be asked for recommendations on appraisers. Three estimates for costs of evaluating the collection with a view to which works are the most valuable and which should be kept in Arlington will be sought.

On the question of moving the collection to make room for construction, then moving it back to a temporary location in the library, trustees felt it should not be moved back before its final site is ready unless the Director feels it is easier to deal with the collection on site.

- **Trustee Goals:** Trustees voted to approve their goals for FY93 as revised at the August meeting.

- **Robbins 100th Anniversary:** Given the current demands on staff in connection with the building program, no events will be scheduled to note the 100th anniversary of the main library building. Copies of the new brochure prepared for the town's history day are still being given out. An article about the anniversary will be prepared for The Advocate.

NEW BUSINESS:

- **Auction:** An auction of old library furniture will be held Sunday, Sept. 20, at Fox Library. Mary White and the auctioneer, who is donating his services, are finalizing details. The furniture had to be moved out of storage in the main library to make room for the contractor.

- **Trust Funds:** The board voted to use $1033 from the Children's Book Fund for the Reading is Fundamental Program (Muldoon motion, Jorgensen second). At the next meeting trust funds will be appropriated for reference books.

OTHER:

- **Budget:** The preliminary FY94 budget, which goes into effect next July, will be ready in October. The Director said she would like board direction on library hours. A budget meeting will be scheduled with Selectmen. The trustees asked to meet on Monday, Nov. 9, with their meeting to be held the same night rather than the following night.

  A major concern is the utility costs which are expected to rise dramatically in the new building because of the heating, ventilation and air conditioning system. The Director expects that utilities will cost $75,000 more for the same number of library hours, based on the experience of other renovated libraries.

  The cost of opening the main library on Sundays from 2 to 5 p.m. from October through April will be $15,000-$20,000.

  On the issue of Fox Library, the Director said she cannot see depriving the central facility if funds are tight. Trustee Joan Atlas said she thinks the branch serves a population that would not go to Robbins Library. Other trustees noted that East Arlington residents are no further from the main library than are residents of the Heights.

- **Old Books:** Ken Glos of Brattle Book Shop looked at some old books which have been in storage at the library. He said their aggregate value is $3000-$6000. Rather than sell the books now to a dealer or get bids for an appraisal, the trustees agreed to keep the books in storage and deal with the matter at a later time.

  In the meantime, in view of the books in storage, the excess of prints in the print collection and other objects that trustees may not want to retain, the Director was asked to make inquiries into what would have to be done in order for Town Meeting to allow proceeds from sales of such items to go to the library to help pay operating expenses rather than going to the town's General Fund.

Meeting adjourned 10:20 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Wednesday, Oct. 14, 7:30 p.m., Fox Library.

Robbins Library Board of Trustees
Wednesday, Aug. 11, 1992

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.*Absent, Joan Atlas.

`*Amended:  David Castiglioni was also present.`

Minutes of the July meeting were accepted.

REPORTS:

• **Director's Report**: The Director gave an oral report for July. The position of senior library assistant was filled. The assistant's time will be shared--21 hours in circulation and 14 in children's services, including Saturdays. Staff morale is low and everyone is tired. In order to assess operations at Fox Library, Mary White will spend next week at the branch.

The Construction Fair, the first enrichment program for children funded by the Anne Russell Trust Fund, was a big success with 300 parents and children attending. The crafts fair co-sponsored with Arlington Recreation attracted 260 children and 1097 are in the summer reading club.

OLD BUSINESS:

• **Building Project:** The Director reported a meeting was held with the concerned parties and committees to discuss the Tocci Construction's compliance with affirmative action hiring. She said the contractor is probably meeting or exceeding overall minority hiring goals, but not within trades and not for women. There had been a problem with subcontractors not reporting their hiring to Tocci.

A meeting was held with the contractor, architect and others to discuss the construction schedule. The architect feels Tocci is about to fall behind the town's timetable. Tocci says the new building will be turned over to the town Dec. 21.

• **Fundraising Account:** The Director reported on the response to the trustees' memo to the Town Counsel asking for information about who has access to the fundraising committee funds, reimbursement of trust fund loans to the fundraising committee and discharge of the committee.

Trustees were concerned to learn that fundraising chairman Margaret Spengler had been upset by the memo, which the board assumed was a confidential document when they sent it to the Town Counsel.

Since it seemed that the Town Manager, who is new chairman of the Permanent Town Building Committee, did not have background on the trustees' position or understand the trustees' concerns, the board asked to have a meeting scheduled with him.

In his response to the trustees' questions, Counsel Maher said the board may discharge the fundraising committee at any time; that the trustees are not due reimbursement of the trust funds loaned to the committee in order to pay expenses as the fundraising got under way; and that the trustees have control of the fundraising account which is to be expended through purchase orders with approval of the Board of Selectmen.

• **Anne Russell Trust Fund:** Trustees reviewed a list of programs suggested by staff for possible sponsorship by the Russell Trust. The board agreed that if major planning and time are needed for a future project, a coordinator may be hired to do the work. Members support the scheduling of special April vacation week programs through the trust fund.

NEW BUSINESS:

- **Trust Funds:** The trust fund accounting report given by Barbara Muldoon was accepted. The trustees voted to fund $10,550 in requests for unrestricted trust funds (Donnelly motion, Kass second): $5750 for adult services materials; $1900 for children's services; $1500 for staff development. Another $1400 was voted for public relations. Of this, $1200 will be used for maps and informational materials when the new building opens.

- **Trustee Goals:** The trustees reviewed and made changes in their goals for the new fiscal year. The revised goals will be voted on at the next meeting.

OTHER:

- **Town Day:** The libraries will be closed on Town Day, Oct. 3 (Jorgensen motion, Donnelly second).

- **Dracut Services:** The trustees voted that Arlington library services will not be available to residents of Dracut who failed to fund their public library (Donnelly motion, Muldoon second).

- **Art Objects:** The art objects subcommittee has met twice. Mary White reported that two antique clocks do not work. It was decided to keep them in storage for the time being.

Meeting adjourned 10:40 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Wednesday, Sept. 9, 7:30 p.m., Fox Library.

Robbins Library Board of Trustees
Wednesday, July 15, 1992

The meeting was called to order by vice chairman David Castiglioni at 7:40 p.m. Joan Atlas, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent, Joyce Radochia.

Minutes of the June meeting were accepted with the correction of the figure in the fundraising account to *$635,149* and correction of the unrestricted Trust Fund report to *income* of $7900.

COMMUNICATIONS:

- **Japanese Sister City:** Trustees voted to spend up to $50 from unrestricted trust funds for the purchase of children's books for the new library in Arlington's sister city Nagaokakyo. (Muldoon motion, Jorgensen second.)

- **Reed's Brook**: A letter from Planning and Community Development Director Alan McClennen asking if the board had any input on town acquisition of Reed's Brook was received. As a board, trustees had no response. Members will communicate individually if they have any thoughts.

- **White Thank You:** Assistant Library Director Mary White's thank you letter for trustee support of her trip to the American Library Assn. conference in San Francisco was received. She gave a written report of conference highlights.

REPORTS:

- **Director's Report**: The Director reported that the position of senior library assistant was approved by the Town Manager.

OLD BUSINESS:

- **Building Project:** The Director reported that Tocci Construction attended the last Permanent Town Building Committee meeting to discuss construction which is behind schedule and affirmative action compliance. Affirmative action reports have been done incorrectly so that compliance in hiring women and minorities cannot be determined. The Director has been spending time on this matter.

  The board voted (Jorgensen motion, Kass second) to send a background memo to Town Counsel John Maher advising him that the reimbursement of the $30,000 in trust funds loaned to the trustees' fundraising committee to start the building fundraising campaign is unresolved. Trustees asked for clarification on who has authorization to the funds. Trustees want some of the campaign funds to be retained in order to cover expenses in connection with recognition of donor gifts.

- **Nominating Committee:** The Nominating Committee composed of Frank Donnelly and Kay Jorgensen gave a verbal report recommending that the terms of the present officers be extended one year. The report was accepted (Kass motion, Muldoon second) thus confirming the slate. Chairman will be Joyce Radochia, Vice Chairman David Castiglioni, Secretary Kay Jorgensen, Trust Fund Liaison Barbara Muldoon.

- **Robbins Print Collection:** The Director has drafted a letter to be sent to the Arlington Arts Council, Historical Commission, Historical Society and art teachers inviting their involvement in evaluating the Robbins Print Collection. The library has more than 150,000 prints which cannot be properly displayed or stored. Trustees seek public input on the question of the disposition of much of the collection. Experts say the collection, with the exception of a few pieces, does not have artistic merit or commercial value.

- **Trustees' Calendar:** The board approved an annual calendar with one change from the printed draft--the report of the Trust Fund Liaison will be moved from July to August. (Kass motion, Jorgensen second)

- **Anne Russell Trust Fund:** Project ideas from the Children's Service Librarians were reviewed. The "wish list" will be discussed at the August meeting. After discussion of the wisdom of funding a project now which will leave a balance of about $700 in the fund for the remainder of the fiscal year, the board voted 3-1 (Jorgensen motion, Donnelly second) to approve the kindergarten packets proposal at a cost not to exceed $2100. The kindergarten packets, to be sent to every child going to kindergarten in Arlington, aims at introducing children to books and learning. The packets will include maps to the library and of the Children's Services Department, a book list for kindergartners, a book mark, a registration card and a coupon for a free paperback at the library.

NEW BUSINESS:

- **Trust Funds:** Requests for trust funds for FY 93 were reported and will be acted on at the August meeting. The board voted $300 (Muldoon motion, Kass second) from the Robbins Print Fund for purchase of print bags.

- **FY 93 Goals:** The Director said the goals for her and the staff will be similar to the previous year's. There will be some changes with regard to the building construction program. The only addition is the Russell Fund. The trustees will bring their '92 goals to the August meeting with revisions for new goals.

OTHER:

- **Video Camera:** Mary White reported on the price of video cameras on sale. The board previously authorized purchase of a camera not to exceed $1250.

- **Sculptures:** The Sculpture Subcommittee will meeet on July 29.

Meeting adjourned 9:35 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, Aug. 11, 7:30 p.m., Fox Library.

ROBBINS LIBRARY BOARD OF TRUSTEES
Tuesday, June 9, 1992

The meeting was called to order by Chairman Joyce Radochia at 7:35 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Kay Jorgensen was absent.

Minutes of the May meeting were accepted.

COMMUNICATIONS:

Letter from Staff Member: The Trustees received a letter from the Head of Adult Services, Nancy Gentile, thanking the Trustees for paying registration fees for a conference and a workshop Nancy recently attended.

Americans with Disabilities: The Trustees received information from the Eastern Massachusetts Regional Library System about the new Americans with Disabilities legislation. The Library Director also received a copy.

REPORTS:

Director's Report: The Director's report for June was accepted. Ms. Remmert-Loud added that she is still monitoring circulation statistics for Robbins and Fox. The adult circulation at Robbins has increased 1%, the adult circulation at Fox has increased 32%, and the children's circulation has decreased 16% (children's hours were cut 15%).

OLD BUSINESS:

Summer Hours: Due to the concern about the decrease in children's circulation and due to the fact that the library is closed summer Saturdays, it was agreed (Donnelly motion/Atlas second) that the Fox Branch Library would extend hours during the summer until 6:00 p.m. on Tuesdays, Wednesdays, and Thursdays, assuming the library budget is approved as submitted at Town Meeting.

Building Project: Ms. Remmert-Loud informed the Trustees that an architect from Wallace, Floyd will fly to Indiana to inspect the stone before the Permanent Town Building Committee approves the order.

Although the contractor is not yet behind the schedule set by the Town, there is concern that he is behind his own schedule. In addition, requested information on minorities and women has not yet been submitted. The Permanent Town Building Committee will be asking Mr. Tocci to attend the next PTBC meeting on June 30 so that

these issues may be discussed. As many Trustees as possible will try to attend this important meeting.

The Trustees looked at the carpet choices. The consensus was that the multi-colored carpet was much preferred. If this carpet could not be selected, then either the dark blue or the dark green single-colored carpet would be second choice.

Robbins Print Collection: Ms. Remmert-Loud pointed out that all the prints currently stored in the Junior Library must be moved by December and a decision therefore needs to be reached about selling or keeping the prints. It was agreed that a committee should be formed with community members (Historical Commission/Arlington Art Teacher/Arlington Arts Council) to look at the prints this summer and discuss their suggestions with the Trustees this fall. Ms. Remmert-Loud will draft a letter and send it to the Trustees for approval.

Repair of Frames in Reference Room: Estimates for restoring four large frames are due back in a couple weeks. A consensus was reached that this restoration work could be paid one of three ways (listed in priority order): 1) fundraising funds (since John Mirak donated money for the restoration of the old Reference Room); 2) State Aid; 3) Trust Funds. Mrs. Muldoon said that there is currently $7,900 INCOME in unrestricted Trust funds.

(INCOME)

Fundraising Account: Illness is forcing Mrs. Spengler to postpone meeting with the Trustees until fall. Mrs. Muldoon reported that the Fundraising Committee spent $15,221.59 as of January 21, 1989. A total of $30,000 was spent on the fundraising campaign including $15,000 for the consultant.

Mrs. Muldoon also reported that there is currently $635,14~~5~~9 in the Robbins Library Building Fund.

Art Sculptures: Ms. Remmert-Loud distributed a listing of art works Trustees might wish to display in the new building. A subcommittee was formed (Muldoon/Castiglioni/Donnelly) to meet in July to study this issue further.

Approval of Trustee By-Laws: A motion was made (Kass motion/Donnelly second) to approve the by-laws.

Russell Fund: Mrs. Muldoon reported that $70,000 more principal was added in the last month. The current principal total is $239,610. Interest earned on this is $4,729. It was therefore agreed that programs using this interest should be planned for FY93. It was also agreed that the Trustees will discuss the Russell Fund Ideas List next month.

Trustees' Calendar: A subcommittee of one (Atlas) will work with Ms. Remmert-Loud on revising this calendar.

Trustees' Goals: It was agreed to discuss this issue next month.

Building Project Videotaping: Glenn Koenig has taped approximately two hours for which the Trustees owe him $175. A motion was made (Donnelly motion/Atlas second) that Glenn Koenig continue to tape in July, that the Trustees purchase a camera costing no more than $1250 after the July Trustees meeting, and that Mary White continue filming from August onward. A decision about editing will be reached at a later date.

NEW BUSINESS:

Nominating Committee: A nominating committee was formed (Jorgensen/Donnelly) and will report to the Trustees at the July meeting.

The meeting adjourned at 11:00 p.m.

Minutes submitted by Mary H. White.

Next meeting: Wednesday, July 15, 1992 / 7:30 p.m. / Fox Branch

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Robbins Library Board of Trustees

Tuesday, May 12, 1992

The meeting was called to order by vice chairman David Castiglioni at 7:35 p.m. Joan Atlas, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Joyce Radochia, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the April meeting were accepted.

COMMUNICATIONS:

- **Brochure and Album:** The trustees viewed the centennial brochure about the main library building and an album of building construction photos taken by Mary White. Appreciation was expressed to all involved in these efforts.

REPORTS:

- **Director's Report**: The Director's report for April was accepted.

- **Paintings Restoration:** The trustees will send a letter of thanks to Arlington resident Morton Bradley who is donating his services to restore the five Reference Room paintings given by Winfield Robbins. He is also making recommendations for frame restoration services.

The board voted to ask Town Counsel to confirm the appropriateness of use of Robbins Art Fund money to pay for restoration of the frames (Donnelly motion, Kass second). The Robbins Art Fund last year had a balance of $76,000. The Robbins Print Fund balance was $88,000.

- **Children's Services:** The Director reported the concerns of a patron that hours for children's services were reduced with the move to Fox Library and would be further reduced with summer Saturday closings. The patron suggested closing the main library one morning and opening Fox that morning for the summer.

The staff at Fox felt that not many patrons would be served and people would be confused with the schedule changes.

A review of circulation statistics showed a 15 percent reduction in children's services hours since last year and a 14 percent reduction in children's circulation, while Fox adult circulation was up 30 percent. Main library adult circulation was up 1 percent. The children's statistics were affected by the two-week closing for the move to Fox and new hours.

Fox staff feels more work pressure because of having fewer personnel and the collection being spread out with a lot of traveling up and down stairs. If the new budget allows filling of the main library circulation position an adjustment could be made in children's hours. One possibility is adding an hour, from 5 to 6, at the end of three days. The matter will be on the next meeting's agenda.

OLD BUSINESS:

Schools/Library Study: The board approved a letter drafted by the Chairman to the School Committee Chairman in response to Selectman Charles Lyons' suggestion that the two agencies discuss library matters.

• **Building Project:** The roof to the main library was opened this week. The contractor is ahead of the town's schedule.

In discussing the growing balance in the account of the building project fundraising committee and when the Permanent Town Building Committee will be seeking some of the funds, trustees decided it was time to meet with the fundraising committee.

The chairman of the fundraising committee will be asked to have her executive committee meet with trustees on June 11 or 16 to discuss discharge of the fundraising committee, return of the library trust funds which were loaned to the fundraising committee and donor recognition.

• **Building Project Videotaping:** The board spent considerable time hearing and discussing a proposal by Glenn Koenig, whose services were solicited, for videotaping highlights of the building project. Everything from occasional taping with a camcorder to a full-blown documentary about the library filmed with rental equipment was discussed

The primary concern of the trustees was the cost of what they envisioned as a record of the project. Securing sponsorship for the film was discussed. Koenig said the cost of the project would depend on the scope. A full documentary could cost as much as $17,800.

Because of major construction work scheduled in the next few weeks, the trustees voted to authorize the spending of not more than $499 for videotaping the building project in the next month (Donnelly motion, Kass second). The sense of the board is that it wants taping done with less-expensive equipment, preferably not requiring an assistant, at an hourly rate as opposed to half- and full-days.

It was the consensus of the board that it does not want to spend more than $3000 over the life of the project for videotaping and editing. The clerk of the works will be asked to provide construction highlights so that the filming doesn't miss anything major.

The videographer would be welcome to try to secure sponsors, most likely from among the contractors, for the video project. Town Counsel will be asked about the bidding laws for video documentary services.

• **Anne Russell Trust Fund:** The Director responded to the board's inquiry as to school department enrichment program cuts. She said the school department in the past three years has cut back but not eliminated student enrichment programs and will be happy to work with the library on Russell Fund youth program ideas.

OTHER:

Trustees' goals and objectives and the Robbins Print Collection were postponed until the next meeting. Trustees Atlas and Castiglioni will view the print collection which is in storage.

Meeting adjourned 11 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, June 9, 7:30 p.m., Fox Library.

Robbins Library Board of Trustees
Tuesday, April 15, 1992

The meeting was called to order by chairman Joyce Radochia at 7:40 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the March meeting were accepted.

COMMUNICATIONS:

- **Friends Pledge:** The trustees will send a letter to The Friends of Robbins Library thanking them for their pledge of $7500 to the building program.

- **Trust Fund Repayment:** Trustee Barbara Muldoon, who manages the trust fund records, will draft a letter to the Permanent Town Building Committee to the effect that the Robbins Trustees expect $30,000 of trust funds reimbursed. The funds were loaned to help launch the library building program fundraising. The trustees also expect enough money to be left in the fundraising account to pay for costs associated with honoring donors and library opening ceremonies.

REPORTS:

- **Director's Report**: The Director's report for March was accepted.

- **100th Anniversary Brochure:** A draft of an eight-panel brochure prepared by Ellen Lenart and Catherine Kiah was passed out for review. The brochure will be used for the May Arlington History Day and the 100th anniversary of the Robbins Library building.

OLD BUSINESS:

- **Building Project:** Noting that it appears that the trustees have no say in decisions being made about materials and decor for the library project, trustees briefly discussed whether they should be represented at meetings of the Permanent Town Building Committee (PTBC). Of particular interest was the news that the PTBC has named a subcommittee on interior furnishings. That committee's choices are to be brought by the Library Director to the trustees for reaction, not recommendation, before the subcommittee reports to the full PTBC.

- **Trust Funds/Books:** The board voted (Muldoon motion, Donnelly second) to appropriate funds from two trust funds for books. Two hundred fifty dollars for FY 92 will be taken from the Gruber fund for books and $300 from the Hadley fund for biographies.

- **Anne Russell Trust Fund:** The Director clarified that the interest on the whole $500,000 trust fund is not available for spending on youth enrichment programs. The fund is tied into the new building, the junior library is now located at Fox Library and this year's fund earnings is a half-year's interest on $150,000. Before decisions are made on spending, it has to be determined just how much money is available.

  Initial enrichment program ideas include hosting a children's illustrator and a youth construction fair related to the building project.

  Trustees asked for information about what cultural and enrichment programs the public schools have had to eliminate.

NEW BUSINESS:

• **Construction Video:** The Director was asked to determine the cost of having someone periodically film the construction for a video archives of the building project.

• **Saturday Closing:** The libraries will be closed on Saturdays for Memorial Day Weekend, May 23, and from June 20 through Sept. 5 (Donnelly motion, Kass second).

• **Robbins Library and Public School Libraries:** Chairman Joyce Radochia reported that at a recent Selectmen's meeting which she attended, Selectman Charles Lyons suggested that the trustees and School Committee discuss ways in which they can cooperate.

At their meeting, trustees reviewed the ways in which the public library presently supports the school library programs. Members expressed their concern that some officials may see the under-staffed, under-funded public library as able to take over school library programs.

A draft of the trustees' communication to the school board will be presented at the next meeting by the chairman. As of the trustees' meeting, no communication had been received from the School Committee.

• **Goals and Objectives:** Trustees reviewed the FY 92 goals and objectives for the director and themselves. At the next meeting trustees will come in with changes to their goals.

OTHER:

• **By-laws:** The trustees received their by-laws prepared by member Joan Atlas with thanks to her for her work. The draft will be sent to Town Counsel John Maher for review.

Meeting adjourned 10 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Tuesday, May 12, 7:30 p.m., Fox Library.

Robbins Library Board of Trustees
Tuesday, March 10, 1992

The meeting was called to order by chairman Joyce Radochia at 7:45 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Kay Jorgensen, Helen Kass, Barbara Muldoon, Director Maryellen Remmert-Loud and Assistant Director Mary White were present.

Minutes of the February meeting were accepted.

REPORTS:

- **Director's Report**: The Director's report for February was accepted.

OLD BUSINESS:

- **Building Project:** The Director reported that the biggest problem during the demolition was the smell caused by asbestos removal and dust throughout the Main Library which had been sealed to prevent such leakage. The Junior Library also experienced problems with dust due to cracks in the seals. The contractor paid for two days of professional cleaning done under library supervision. Plastic sheeting has since been put over materials in storage in the Junior Library which has been resealed.

Clerk of the Works Phil Callahan came to the project highly recommended and in demand.

According to the architect, the project is two weeks behind. Demolition took longer than expected. The contractor has been working six-day weeks.

Upon hearing that the Permanent Building Committee has voted a furnishings budget of $600,000 trustees came to a sense of the board to draft a memo advising the Permanent Building Committee that the $600,000-plus in the fundraising account includes $30,000 of Robbins Library Trust Funds which had been advanced to the fundraising committee.

The trustees expect those funds to be reimbursed. The trustees also expect enough funds to be left in the fundraising account to pay for costs associated with honoring donors and library opening ceremonies.

- **Budget:** The Director expressed the hope that the Selectmen and Finance Committee will realize the library budget cannot continue to be level funded if the main library's physical size doubles and a branch is kept open. Utilities are budgeted for two facilities, while there are four. The library budget in 1981 had a fulltime equivalent staff of 52. It is now 38, a reduction of 27 percent.

Circulation is 422,000, third highest in library history exceeded only when the library was open on Sundays. Some decrease is expected during construction. The Director said that automation has not saved a lot of time except for jobs done by volunteers. The growth of interlibrary loans has been 826 percent in five years.

NEW BUSINESS:

- **Robbins Library Building 100th Anniversary:** The board learned that Saturday, May 16, has been designated Arlington History Day and that the library is invited to participate in the townwide program.

The board voted (Muldoon motion, Donnelly second) that funds not to exceed $770 from the Roberta V. Homer Fund be made available for the 100th anniversary and history day observances as a replacement of library funds used to process the slides in the Robert Homer Slide Collection.

- **Volunteer Appreciation:** The assistant director will give small thank-you gifts purchased from the volunteer account to thank the library's 20 active volunteers on Volunteer Appreciation Day.

- **Russell Children's Education & Enrichment Fund:** Ideas for projects to be proposed to the Russell family for funding will be solicited from staff and trustees and discussed at the next meeting.

Meeting adjourned 9:40 p.m.

Minutes submitted by Kay Jorgensen, secretary

Next Meeting: Wednesday, April 15, 7:30 p.m., Fox Library.

ROBBINS LIBRARY BOARD OF TRUSTEES
WEDNESDAY, FEBRUARY 12, 1992

The meeting was called to order by Chairman Joyce Radochia at 7:40 p.m. David Castiglioni, Frank Donnelly, and Barbara Muldoon were also present. Director Maryellen Remmert-Loud and Assistant Director Mary White were present. Absent: Joan Atlas, Kay Jorgensen and Helen Kass.

The January 8, 1992 minutes were approved.

ANNE RUSSELL TRUST FUND:

Town Counsel John Maher and Town Treasurer John Bilafer presented and explained the new trust fund entitled The Anne A. Russell Children's Educational and Cultural Enrichment Fund. Mr. Bilafer stated that it is Mr. Gordon Russell's hope to culturally enrich the children of Arlington. Staff are encouraged to use great thought and creativity when developing ideas. This Trust Fund now has $150,000. The remaining $350,000 will come at various times during the construction project. In accordance with the original agreement, the Trustees may use some of the money (not to exceed $250,000) on the construction project. Mr. Russell has made his sisters, Claire Murphy and Elizabeth Bilafer, the designees for the annual written report.

REPORTS:

Ms. Remmert-Loud reported that a new Head of Technical Services, Susan Neubauer, has been hired and will begin work on Monday, March 9. Mrs. Neubauer, an Arlington resident, is currently Head of Technical Services in Stoneham. The Technical Services Department is enjoying the nice atmosphere at the Dallin Branch. Due to the hiring freeze, Ms. Remmert-Loud is paying Senior Pages to cover the Circulation Desk. Collections continue to be shifted because of the construction project. Nancy Gentile, Head of Adult Services, deserves special recognition for all her hard work on this. Most of the Local History collection was placed into storage to prevent damage during construction. A water main broke at the Fox Branch and the basement was flooded. No major damage was done, but Fox was closed for two days. Rosalind Kantrowitz is still out on sick leave. It is not known when she will return.

BUILDING PROJECT:

The contract was signed on Saturday, January 25. In an effort to improve communication, weekly meetings are now held with the Library Director, Project Manager, Site Superintendent, Clerk of the Works, Architects, and any subcontactors. Asbestos removal has begun and will be completed soon. A partition is going up tomorrow to block off the New Books area from the main part of the library so that patrons do not enter the construction area. An emergency egress will be constructed in the Reference Room within the next

two weeks. The art objects were moved to the Fortress and to a local off-site location. In order to have more parking for patrons, staff parking is now located in a town lot on Water Street. John Tocci intends to finish this project in 16 months or less.

TRUST FUNDS:
Mrs. Muldoon presented the semi-annual report on trust fund expenditures. The board voted (Muldoon/Donnelly) to spend an additional $3000 from the Children's Book Fund ($1,800 for Juvenile Biographies and $1,200 for Juvenile Reference and Encyclopedia) as well as $1,600 for adult books at Fox Branch ($800 from the Fay Fund and $800 from the Hodgdon Fund).

OTHER:
FY'93 Budget: Preliminary figures show that the Town of Arlington may receive a $1.3 million cut in state funds (State Aid, Highway Fund, Lottery). Departments under the Town Manager's jurisdiction would be reduced a total of $500,000. If the library is forced to take a budget cut, the Circulation Assistant vacancy ($16,000) would be lost. It will be difficult to face reductions since the current utility and staff budgets will be inadequate for the expanded facility. The LIbrary Director is considering reduction in the book budget and maintenance costs. The Trustees recommended that the book budget not be reduced.

Meeting adjourned at 10:15 p.m.

Minutes submitted by Mary H. White.

NEXT MEETING: Tuesday, March 10 - 7:30 p.m. - Fox Branch

NOTE: BUDGET HEARING BEFORE SELECTMEN POSTPONED UNTIL SATURDAY, MARCH 14

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ROBBINS LIBRARY BOARD OF TRUSTEES
WEDNESDAY, JANUARY 8, 1992

The meeting was called to order by chairman Joyce Radochia at 8:07 p.m. Joan Atlas, David Castiglioni, Frank Donnelly, Helen Kass and Barbara Muldoon were also present. Director Maryellen Remmert-Loud and Assistant Directory Mary White were present. Absent: Kay Jorgensen.

The December 10, 1991 minutes were approved as amended. The November 12, 1991 minutes were approved.

COMMUNICATIONS:
Mrs. Muldoon reported that she received a letter from the Arlington Awards Committee stating that there is a total of $2,250 available for the Menotomy Lecture. The board voted (Muldoon/Donnelly) that the Trustees use the interest accrued on funds of the 350th Lecture Series, up to $600, for the Menotomy Lecture.

Mrs. Muldoon also reported that a total of $612,810 has been raised from the fundraising drive. A total of $47,000 in pledges has not yet been received.

REPORTS:
Ms. Remmert-Loud reported on the Adult Services and Administrative offices move to the Robbins House and the Technical Services Department move to the Dallin Branch.

OLD BUSINESS:

Groundbreaking and related events: Speakers, invitations, reception and publicity for the groundbreaking event were discussed. The Trustees are hosting a dinner on Saturday, January 25 for the donor, Gordon Russell, and his family.

Library Building Project:
Ms. Remmert-Loud discussed storing valuable art objects during the construction project. There are 12 items worth a total of $76,000 according to a recent appraisal. Most of these were donated by Winfield Robbins. The Trustees agreed with the Director's recommendation to rent space at an art storage facility for those objects valued at $5,000 or more. Mrs. Muldoon has agreed to work with the Director and Assistant Director on this project.

Ms. Remmert-Loud reported that the Redevelopment Board has given final approval for the building project.

Meeting adjourned at 10:45 p.m.

Minutes submitted by Mary H. White.

Next Meeting: Wednesday, February 12, 7:30 p.m., Fox Branch.

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